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AUTHOR Hollenhorst, Kathryn
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ABSTRACT

Designed to acquaint students with the facilities and resources of the North Dakota State University (NDSU) Library, this library manual is divided into 24 chapters: (1) The Main Library; (2) Reference Room; (3) Periodical Indexes; (4) Infotrac Academic Index; (5) Abstracts and Two-Step Indexes; (6) Locating Periodicals; (7) Newspaper Indexes and Current Events Reference Sources; (8) Dictionaries; (9) Encyclopedias; (10) Almanacs; (11) Biographies; (12) Atlases and Maps; (13) The Online Catalog; (14) Term and Subject Searches Using the Online Catalog; (15) Online Catalog Advanced Techniques; (16) Locating Books; (17) Library of Congress Subject Headings; (18) Library of Congress Classification System; (19) How to Check Out Books and Other Circulation Procedures; (20) How to Locate Reserve Readings; (21) Interlibrary Loan; (22) Government Publications; (23) North Dakota Institute for Regional Studies and the NDSU Archives; and (24) Summary. Individual chapters contain information on library policies and services; a schedule of library hours and floor plans showing the location of different departments; descriptions of various reference sources and instructions for using them to locate information, including printed materials, an automated database stored on a compact disk, and the online catalog; lists of materials in various categories; and examples. The final summary notes that the manual does not cover everything the library has to offer and encourages students to ask the librarians at the reference desk for assistance. (BBM)

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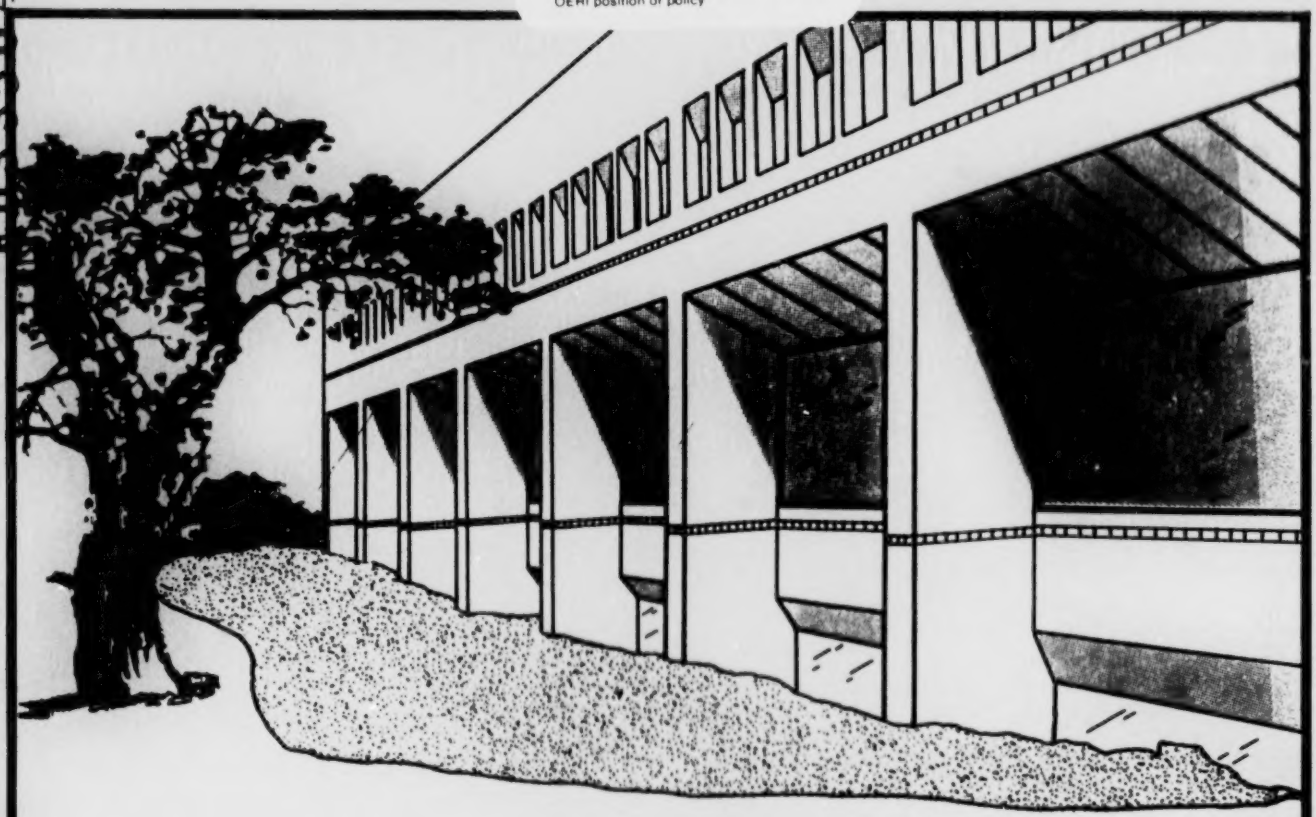

The NDSU Library INSTRUCTION BOOK

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By
Kathryn Hollenhorst

North Dakota State University Library
Reference Department

1990

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The NDSU Library INSTRUCTION BOOK

By

Kathryn Hollenhorst

Third Edition

North Dakota State University Libraries
Reference Department

1990

INTRODUCTION

This library manual will acquaint you with the resources and facilities of the NDSU Libraries. The information in this manual will be useful throughout your academic career, in whatever library you are using. When you have read this manual, you will know how to locate information on a subject, and will be familiar with a variety of reference materials.

If you have any questions, the librarians at the Reference Desk will be happy to help you. Be sure to ask them for assistance.

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ONE
THE MAIN LIBRARY

Welcome to the University Library. This outline will acquaint you with the Library's layout and services. Please remember that the Library is not just a building with a collection of materials; there are PEOPLE--Library staff--who are here to assist you in locating the best materials for your needs.

The Library has three levels. Please refer to the map on the following pages for locations of the offices, service desks, and areas described.

MAIN LEVEL

The entrance to the 24-hour study is located in the front entryway; this room is always open.

The Circulation Desk is located just inside the front door. This desk is where Library materials are checked out and returned. Materials placed on reserve by an instructor are obtained at the Circulation Desk.

The computer terminals located in the main corridor contain author, title, and subject information on the book and audio- visual collections of this Library and the Chemistry, Architecture, and Pharmacy Libraries. The NDSU Libraries do not have card catalogs.

Across from the terminals is the Interlibrary Loan Desk. If a book or periodical is not available in the Libraries' collection, it may be available from another library in the Fargo-Moorhead area, or at other North Dakota libraries or libraries in the region. Interlibrary Loan can borrow these materials for you. Ask for request forms at the Interlibrary Loan Desk or at the Reference Desk. You may send and receive telefacsimiles (faxes) at the Interlibrary Loan Desk.

Below the "Reference" sign is the Reference Desk. Reference librarians are here to assist you in using the Library. The Reference Room contains encyclopedias, dictionaries, periodical indexes, atlases, and various other reference materials.

In the southeast corner of the main level is the Media Center. Here you will find records, sound/slide programs, audio and video tapes, and equipment on which to listen to or view these materials. The Media Center also contains production facilities and staff for making transparencies, slides, and other instructional media.

Also located on the main level are the Multi-Purpose Room (Room 110), the Libraries' administrative offices and ordering and processing departments, photocopiers, and a change machine.

UPPER LEVEL

At the top of the main stairway is the computer cluster, containing computers and computer terminals for students' use. A variety of software is kept on reserve at the Circulation Desk (main level).

The Library's book collection is located on the upper level and is arranged by call number, beginning with A and continuing through Z.

In the northwest corner of this level is the government publications collection.

Group and individual study rooms are located on the upper level. Keys may be checked out at the Circulation Desk.

LOWER LEVEL

At the bottom of the main stairway is the North Dakota Institute for Regional Studies. The Institute houses historical materials on the Red River Valley and North Dakota and the archives of NDSU.

Across from the Institute is the Library Gallery. Art and photography exhibits hung here are changed periodically.

Microforms and readers and printers are located on the lower level. If you need assistance, ask at the Periodicals/Microforms Desk near the microforms area.

Near the Periodicals/Microforms Desk are a photocopy room, typewriter rooms, and a change machine.

In the southeast corner is the current periodicals reading area. Newspapers and this year's issues of periodicals are kept there. Periodicals older than the current year occupy the remainder of the lower level.

Also on this floor, in the northwest corner, is the map collection. This collection includes the United States Geological Survey topographic maps.

Group and individual study rooms are located on the lower level. Keys for these rooms may be checked out at the Circulation Desk.

Rest rooms are located on each floor.

As you are using the library, remember that people are an important part of the resources of the NDSU Libraries. The staff is always happy to assist you. Just ask.

LIBRARY HOURS

The NDSU Library is open more than 90 hours a week. Library hours are posted at the entrance. You may call 237-8876 for a recorded message giving hours. A handy way to check the Library's hours is to use the online catalog; type **HRS** and the return key to display the current month's hours.

Hours at Departmental Libraries vary from those at the Main Library.

Variations may occur during breaks, finals, or for holidays. Changes will be posted in advance and listed on the online catalog.

ACADEMIC YEAR HOURS

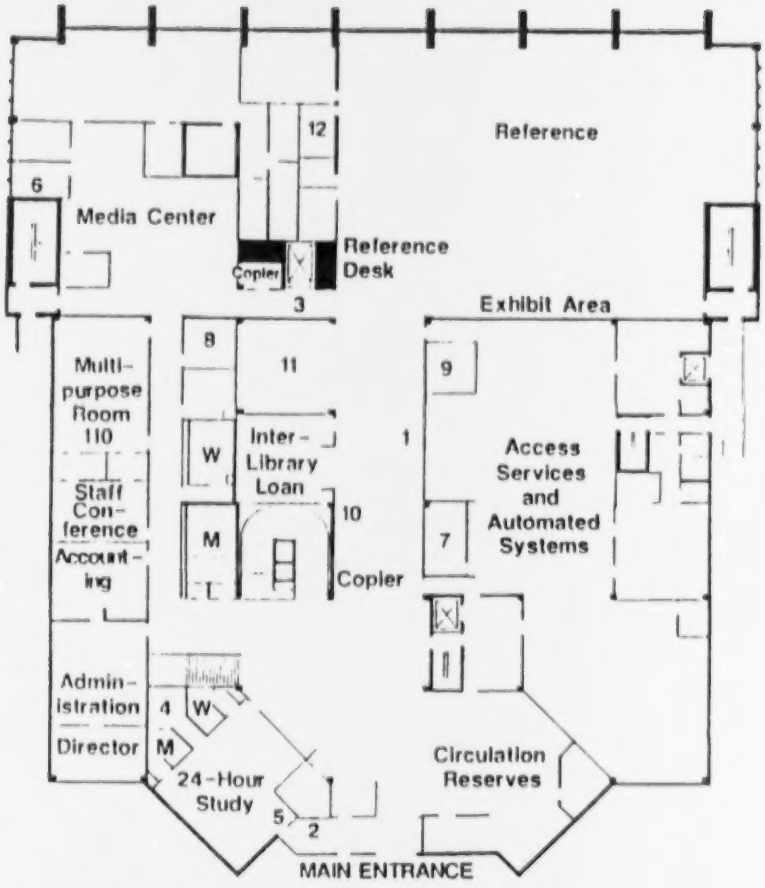
	Main Library	Dept. Libraries
Monday - Thursday	8:00 AM - Midnight	8:00 AM - 10:00 PM
Friday	8:00 AM - 6:00 PM	8:00 AM - 5:00 PM
Saturday	10:00 AM - 5:00 PM	1:00 PM - 5:00 PM
Sunday	1:00 PM - Midnight	6:00 PM - 10:00 PM

SUMMER HOURS

	Main Library	Dept. Libraries
Monday - Thursday	7:30 AM - 10:00 PM	7:30 AM - 4:00 PM
Friday	7:30 AM - 5:00 PM	7:30 AM - 4:00 PM
Saturday	1:00 PM - 5:00 PM	Closed
Sunday	1:00 PM - 10:00 PM	Closed

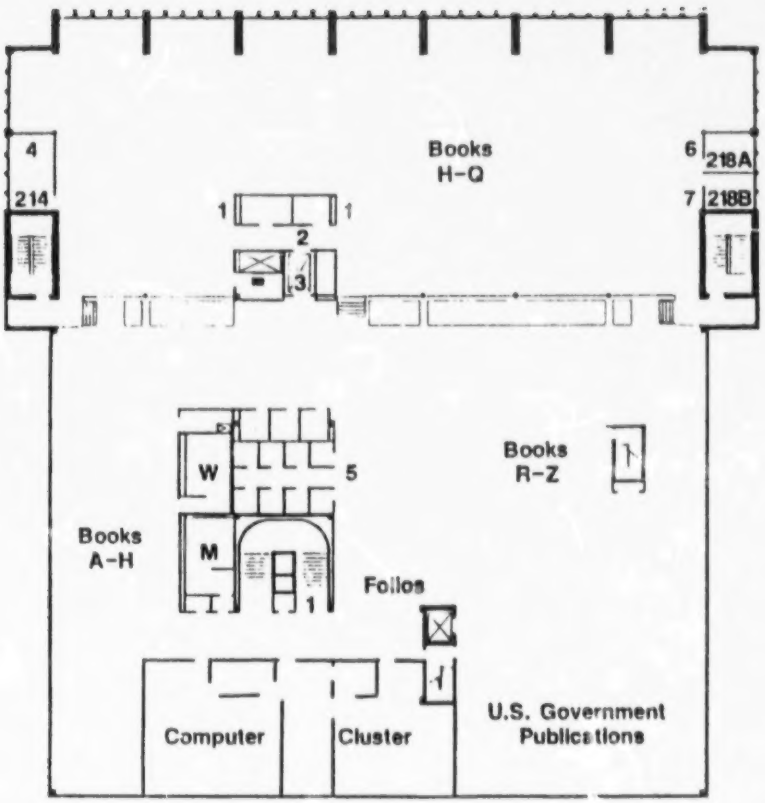
INTERIM HOURS

Academic Year:	Main Library	Dept. Libraries
Mon. - Fri.	8:00 AM - 5:00 PM	8:00 AM - 4:30 PM
Sat. - Sun.	Closed	Closed
Summer: Mon. - Fri.	7:30 AM - 5:00 PM	7:30 AM - 4:00 PM
Sat. - Sun.	Closed	Closed



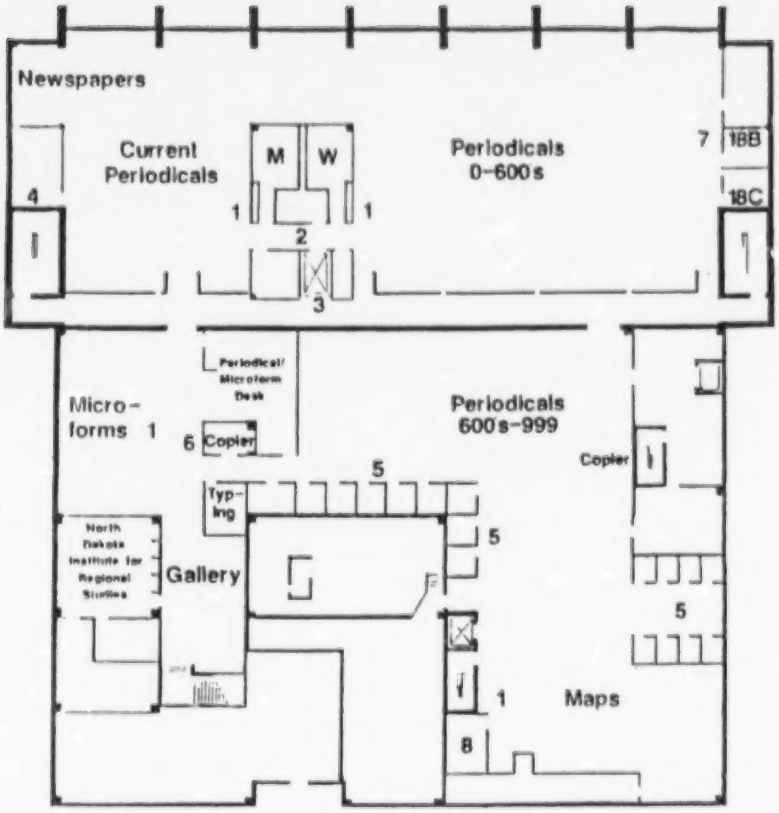
Directory
Main Level

1. Online Catalog Terminals
2. Telephones
3. Public Elevator
4. Vending Machines
5. Bill Changer
6. Assistant Director for Collection Management and Reference Services
   Assistant Director for Access Services and Automated Systems
8. Business, Education, Home Economics Librarian
9. Head of Serials
10. New Book Shelf
11. Bibliography Room
12. Government Documents Librarian



Directory
2nd Level

1. Online Catalog Terminals
2. Campus Phone
3. Public Elevator
4. Group Study Room
5. Individual Study Rooms
6. Physical Sciences Librarian
7. Humanities and Social Sciences Librarian



Directory
Lower Level

1. Online Catalog Terminals
2. Campus Phone
3. Public Elevator
4. Smoking Room
5. Individual Study Rooms
6. Bill Changer
7. Group Study Rooms
8. Agriculture and Life Sciences Librarian

TWO
REFERENCE ROOM

The Reference Room is the information center of the Library. Reference librarians can help you locate materials for your research--whether in the Reference Room, the main Library, the departmental Libraries, or outside the Libraries. When you need assistance in using the Library or in locating information, ask the librarians at the Reference Desk.

The Reference collection includes materials such as dictionaries, encyclopedias, handbooks, almanacs, directories, and collections of short biographical material. The Reference collection also includes telephone books, catalogs on microfiche from hundreds of United States and foreign colleges and universities, travel brochures, highway, city, and country maps, and annual reports of companies.

The Reference collection contains indexes and abstracts. These are subject and author lists of articles contained in periodicals and selected other materials. Indexes and abstracts enable you to quickly find articles on a subject or by an author.

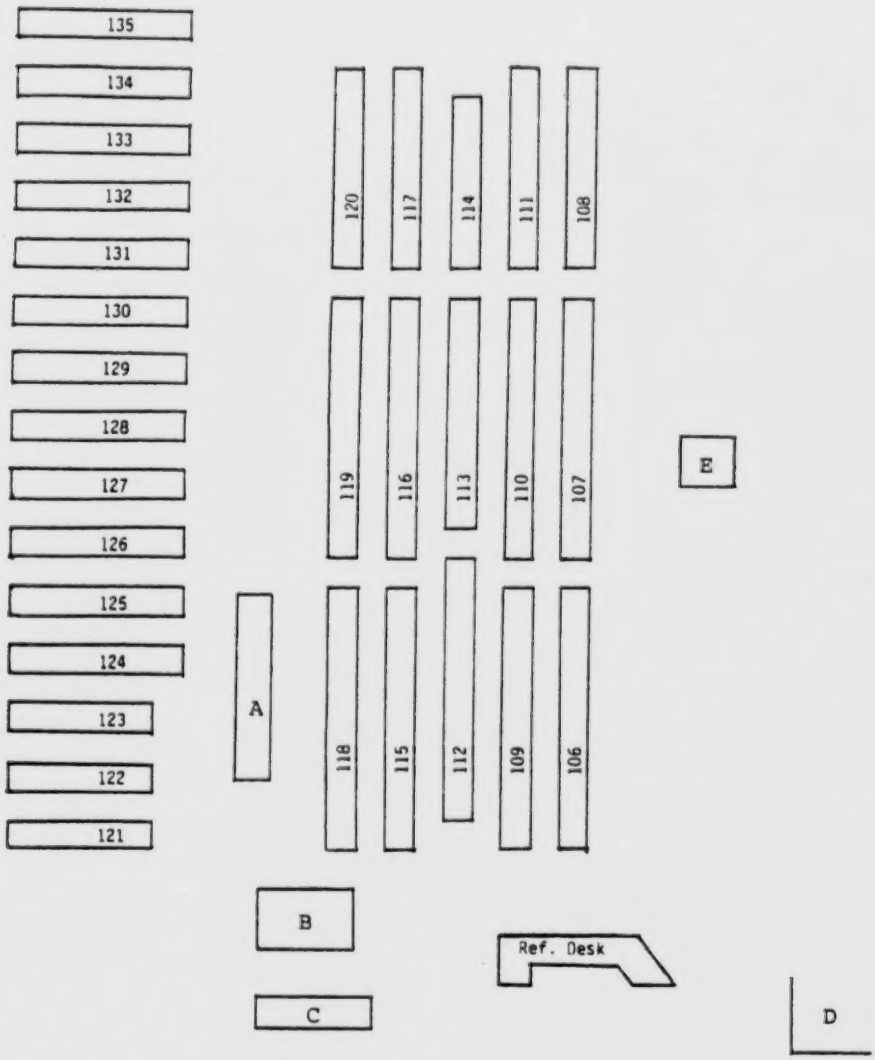
A new technology--called CD-ROM--in use at NDSU is an automated reference system that uses personal computers to retrieve citations stored on compact disks (similar to those containing music). Currently, three workstations are available in the Reference Room: *Academic Index*, which includes a variety of subject areas; *PsychLit*, a psychology database; and *Agricola*, an agriculture database. Other disks may be loaded into one of the workstations. *Medline* (a medical database) is available on CD-ROM in the Pharmacy Library.

The Reference Room is divided into two main sections: reference books and indexes and abstracts. See the Reference Room map on the next page for the locations of reference materials. "Ref." above the call number indicates the book is in the reference book section (Shelving Sections 121 through 135). "Ref. Index/Abstr." designates the index and abstract section (Shelving Sections 106 through 120). Miscellaneous materials such as telephone directories, corporate annual reports, college catalogs, atlases, and travel maps and brochures are shelved or filed in various areas of the Reference Room and Bibliography Center.

In later chapters of this manual, you will read more detailed information on many of the resources and materials in the Reference Room.

REFERENCE ROOM MAP

Shelving Units 106-120: Reference Indexes and Abstracts
Shelving Units 121-135: Reference Books
A: Atlas Case
B: Reference Microfiche
C: CD-ROM Indexes
D: Bibliography Center
E: Infotrac Academic Index



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THREE
PERIODICAL INDEXES

Encyclopedias, yearbooks, almanacs, and other reference works may give you condensed information on a subject. Additional information, discussion, and opinion often can be found in articles in periodicals*. Periodical articles will usually be the best sources for information on recent events; however, it can take from four to six months for an article to appear in an index.

Indexes to periodical literature give complete references to periodical articles, including author, title of the article, title of the periodical in which the article may be found, volume number, pages, date, and additional material. A list of related subjects ("See also") will often be included under a subject.

To find a periodical article on the subject of education, look under the subject "Education" in any one of the indexes described below. A typical entry might read:

> How we can improve teachers and teaching. W. J. Bennett.
> Educ Dig 51:2-5 My '86

The title of the article is "How we can improve teachers and teaching"; it is written by W. J. Bennett; it appeared in *Education Digest* in volume 51, pages 2 to 5, in the May 1986 issue.

Instructions for use and a list of periodicals indexed and their abbreviations may be found in the front of many indexes.

Some of the most widely used indexes are:

Applied Science and Technology Index (Ref. Index/Abstr. T 1 I7) (Shelving Unit 115)
Indexes by subject more than 320 periodicals in the fields of energy, aeronautics, electronics, computer technology, geology, mathematics, mineralogy, petroleum and gas, physics, textiles, manufacturing, engineering, industry, and related subjects.

Biological and Agricultural Index (Ref. Index/Abstr. S 1 B64) (Shelving Units 115-116)
Indexes by subject more than 200 periodicals in the fields of agriculture, biology, botany, ecology, genetics, horticulture, microbiology, veterinary medicine, zoology, and related subjects.

* While the words "periodical", "magazine", "journal", and "serial" do not have precisely the same meaning, they are used interchangeably in many circumstances

Business Periodicals Index (Ref. Index/Abstr. HF 5001 B983) (Shelving Unit 108)
Indexes by subject more than 270 periodicals in the fields of business, management, accounting, computers, banking, marketing, advertising, and related areas.

Cumulative Index to Nursing & Allied Health Literature (CINAHL)
Ref. Index/Abstr. RT 41 C8) (Shelving Unit 115)
Indexes approximately 300 nursing, allied health, and health-related journals by subject and author. Also includes pertinent articles from popular journals.

Education Index (Ref. Index/Abstr. L 11 E23) (Shelving Unit 107)
Indexes more than 240 periodicals in the fields of education. Articles are listed by subject and author.

Humanities Index (Ref. Index/Abstr. AI 3 H85) (Shelving Unit 106)
Indexes by subject and author more than 250 periodicals in the fields of folklore, history, language and literature, classical studies, religion, philosophy, performing arts, and related subjects.

North Dakota Periodicals Index (Ref. Index/Abstr. F 631 N8621) (Shelving Unit 108)
Indexes by subject and author more than 50 periodicals published in North Dakota.

Physical Education Index (Ref. Index/Abstr. GV 201 P49) (Shelving Unit 108)
Indexes by subject nearly 200 periodicals in the fields of dance, health, physical education, physical therapy, recreation, sports, and sports medicine.

Reader's Guide to Periodical Literature (Ref. Index/Abstr. AI 3 R4) (Shelving Unit 106)
Indexes more than 180 periodicals of general interest published in the United States. Articles are listed under subject and author.

Social Sciences Index (Ref. Index/Abstr. AI 3 S62) (Shelving Unit 106)
Indexes by subject and author more than 260 periodicals in the fields of anthropology, economics, geography, law, criminology, political science, psychology, sociology, and related subjects.

In addition to these basic indexes, many other specialized indexes and abstracting services are located in the Reference room. Ask a librarian at the Reference desk for assistance in locating and using them.

FOUR
INFOTRAC ACADEMIC INDEX

Academic Index is an automated reference system that uses a personal computer to retrieve citations stored on a compact disk. The database provides bibliographic references to the latest four years of more than 390 scholarly and general-interest journals and six months of The New York Times newspaper. A new disk is received monthly. It can be searched for subjects such as art, current events, economics, history, literature, popular science, psychology, and religion. Also included are product evaluations and reviews of movies, books, and theater. Academic Index is located on the table next to Shelving Unit 107.

HOW TO USE *ACADEMIC INDEX*

To start a new search, press the white **START/FINISH** key in the upper left corner of the keyboard. You will see a box on the screen; type the subject or name you wish to search and press the large red **SEARCH/ENTER** key at the right of the keyboard. If the subject you are searching for has a large number of references, you will be given a second box in which you may type a subheading. If you wish to search the original subject only, press the large red key again.

The computer will show you a list of subject headings. There may be a list of subheadings below. For example:

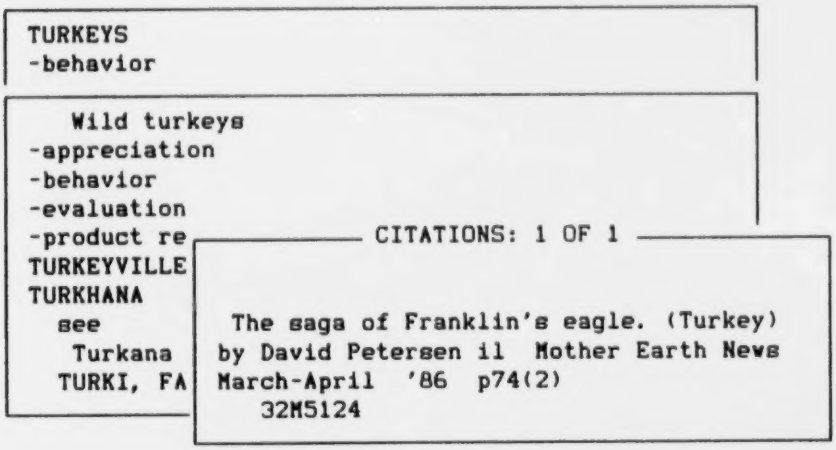
```
TURKEYS
```

```
THE TURKEY WAR.
-(book reviews)
TURKEYS
  see also
   Cookery (Turkeys)
   Wild turkeys
-appreciation
-behavior
-evaluation
-product recall
TURKEYVILLE, MICHIGAN
```

The subject you chose will be highlighted and will appear at the top of the screen. To see the citations for the highlighted subject, press the red **SEARCH/ENTER** key. You will see a box overlaying your subject list containing the first citation for the subject chosen.

If you wish to see the citations for one of the subheadings, use the blue **NEXT LINE/PRIOR LINE** keys at the far right side of the keyboard to move the highlight bar to the subheading you want. Press the red **SEARCH/ENTER** key.

A typical citation might read:



The title of the article is "The saga of Franklin's eagle"; "(Turkey)" gives you additional information. The author is David Petersen. "il" indicates that there are illustrations. The name of the journal is *Mother Earth News*, the date is March-April 1986, the article begins on page 74 and is two pages long. The number at the bottom is for use with another product by the company which is not available at NDSU.

If you wish to print the displayed citation, press the green **PRINT** key at the left of the keyboard. The printer will print the citation indicated by a small arrow. If you wish to print additional citations, press the **PRINT** key again. Use the blue **NEXT LINE/PRIOR LINE** and **FAST REVERSE/FAST FORWARD** keys to move through the citations.

To search another subheading, press the black **BACK-TRAC** key to return to the previous subject screen. You may search a subject listed under "See" or "See also" by highlighting the term and pressing the **SEARCH/ENTER** key. To begin a new search, press the white **START/FINISH** key.

You may press the yellow **SUBJECT GUIDE** key to see an alphabetical list of subjects and related terms. The red **HELP** key will give you additional instructions on how to use Academic Index. If you have any questions or problems, be sure to ask the librarian at the Reference Desk for assistance.

SEVEN
ABSTRACTS AND TWO-STEP INDEXES

These indexes use a separate subject index to refer you to an entry containing the reference to the article. Many will also provide an abstract or summary of the article to help you decide if the article is useful for your research.

Two-step indexes in the NDSU Library include:

ABC Pol Sci (Ref. Index/Abstr. JA 71 A214) (Shelving Unit 107)
A "current awareness" service listing the contents of the latest issues of journals in the fields of political science, government, international law, international relations, public policy, etc. Author and subject indexes are located in the back of each issue, and are cumulated each year.

Current Index to Journals in Education (CIJE) (Ref. Index/Abstr. L 11 C8) (Shelving Unit 107)
Indexes approximately 780 major education and education- related journals. A separate subject index in the back of each issue gives citations to articles and also refers the user to article summaries in the front of the issue.

Psychological Abstracts (Ref. Index/Abstr. BF 1 P65) (Shelving Units 107-108)
Lists new books, journal articles, technical reports, and other scientific documents, with a signed abstract of each item. Abstracts are arranged in 16 major classification categories, some with subsections. Author and subject indexes refer to each entry.

Resources in Education (RIE) (Ref. Index/Abstr. LB 1028 R4) (Shelving Unit 107)
A monthly abstract journal announcing recent report literature related to the field of education. Resources in Education does not include periodical articles. Reports are published on microfiche. The NDSU Library receives some of the microfiche. Complete sets of fiche are located in the libraries at Moorhead State University and the University of North Dakota.

Sociological Abstracts (Ref. Index/Abstr. HM 1 S67) (Shelving Unit 108)
Covers a broad range of articles in sociology periodicals in various languages. Most volumes include supplements which publish abstracts of papers presented at meetings of sociological societies. Also includes book reviews and abstracts (since 1980).

To use a two-step index, first locate the index, which may be found in the back of the volume or in a separate volume. Look under the subject you are interested in. You may find a list of phrases followed by numbers. These numbers refer you to the abstract, which may be found in the front of the volume or in separate volumes.

USING A TWO-STEP INDEX: AN EXAMPLE FROM *Resources in Education*

Resources in Education is organized in two sections--the abstracts section in the front of each monthly issue, and the indexes in the back section. Annual editions contain the abstracts and indexes in separate volumes.

To use *Resources in Education* in Education, consult the indexes first. For example, for reports on high school students, look in the subject index under High School Students.

High School Students
Career and Life Management 20: Prescribed Course of Studies.
ED 311 346
Child Care Curriculum Development. Bulletin 1775.
ED 312 069
A Comparison of the Efficiency, Reliability and Validity of Adaptive and Conventional Listening Tests.
ED 312 314
Do Public and Private Schools Differ in the Performance of Their Students on Advanced Placement Tests?
ED 312 279
Guidelines and Strategies for Implementing Career and Life Management 20 in Alberta Catholic High Schools.

Select the report you are interested in. Copy the ED number located at the end of each title. Locate the ED number in the abstracts section of *Resources in Education*. You will find the author, title, and sponsoring agency or source for the publication. You will also find an abstract--or summary--of the publication.

ED 311 344 CG 021 959
Gamiker, Urs E.
Individual Differences and Acquiring Computer Literacy: Are Women More Efficient Than Men?
Lethbridge Univ. (Alberta). Faculty of Management.
Spons Agency—Alberta Advanced Education and Manpower, Edmonton.; Social Sciences and Humanities Research Council of Canada, Ottawa (Ontario).
Pub Date—89
Contract—492-85-1022; 492-86-003; Y7P5095162-0505
Note—63p.
Pub Type— Reports - Research (143)
EDRS Price - MF01/PC03 Plus Postage.
Descriptors—Business Administration Education, *College Students, *Computer Literacy, *Computer Science Education, Computer Uses in Education, Foreign Countries, *Grade Point Average, Higher Education, *Individual Differences, *Sex Differences
Identifiers—Canada
The training of computer users is becoming increasingly important to all industrialized nations. This study examined how individual differences (e.g. ability and gender) may affect learning outcomes when acquiring computer skills. Subjects (N = 347) were college students who took a computer literacy course from a college of business administration designed to allow the student to be more efficient in a work environment employing computers. The course involved both lecture and hands-on practice with computers. Students were divided into three groups based on their grade point averages and whether they had taken a computer course previously. Analyses of the data indicated that women tended to be more successful than men in transforming practice effort with the computer into higher learning performance for various ability groups.

SIX
LOCATING PERIODICALS

The Library currently subscribes to more than 2400 periodicals. Periodicals are shelved on the lower levels of the Library.

The Library also receives nearly 850 periodical titles on microfiche (4x6-inch flat pieces of film). In most cases, the microfiche copies replace paper copies older than three years. Periodicals on microfiche are stored in the microforms area of the Library (lower level). Also in this area are microfiche readers and printers. Directions for their use are posted; if you have any difficulties, ask the person at the Periodicals/Microforms desk for assistance.

Library periodicals may be checked out only by faculty and graduate students.

Both paper and microfiche issues of periodicals are filed in call number order. Call numbers are obtained by checking the **Tri-College Union List of Serials** print-out under the title of the periodical; several copies are kept on the tops of the shelving units in the Reference Room and in the periodicals area on the lower level. Included in the Union List are periodicals received by Moorhead State University, Concordia College, and Fargo-Moorhead public and hospital libraries. See the example below for information contained in the Union List.

Periodicals are also included in the Online Catalog. You may still need to consult the **Tri-College Union List of Serials** to see which issues are at NDSU as complete information has not yet been added to the Online Catalog for all periodicals received. Fargo-Moorhead public and hospital libraries are not included in the Online Catalog.

The example below from the **Tri-College Union List of Serials** gives you the following information: the title of periodical is *Novel: A Forum on Fiction*; the NDSU call number is 809.305 N857 in Periodicals; the issues at NDSU are: 1967 through Spring 1978 (volumes 1 through 11) and the current and previous three years on paper; beginning with the Fall issue for 1978 (volume 12) a microfiche copy is also received (the microfiche copy is permanently kept); the other Fargo-Moorhead libraries which also have this periodical are Moorhead State University and Concordia College.

```
NOVEL: A FORUM ON FICTION
    NDSU CALL NUMBER:     809.305/N57/PER.
                  NDSU:   V. 1-11; 1967-SPRING 1978 ON PAPER
                          CURRENT AND PREVIOUS 3 YEARS ALSO ON PAPER-
                          V. 12-        (FALL 1978-     ) ON MICROFICHE
                  MSU:    V. 1-10, 21-       (1967-1977, 1987)-
                  CC:     V. 1-     1967-
```

OUTLINE OF THE DEWEY DECIMAL CLASSIFICATION SYSTEM

The NDSU Library periodicals are given call numbers according to the Dewey Decimal Classification System:

000 GENERALITIES
010 Bibliography
020 Library & Information Science
030 General Encyclopedic Works
040
050 General Serial Publications
060 General Organizations & Museology
070 Journalism, Publishing, Newspapers
080 General Collections
090 Manuscripts & Book Rarities

100 PHILOSOPHY & RELATED
110 Metaphysics
120 Epistemology, Causation, Humankind
130 Paranormal Phenomena & Arts
140 Specific Philosophical Viewpoints
150 Psychology
160 Logic
170 Ethics (Moral Philosophy)
180 Ancient, Medieval, Oriental Philosophy
190 Modern Western Philosophy

200 RELIGION
210 Natural Religion
220 Bible
230 Christian Theology
240 Christian Moral & Devotional
250 Local Church & Religious Orders
260 Social & Ecclesiastical Theology
270 History & Geography of Church
280 Christian Denominations & Sects
290 Other & Comparative Religions

300 SOCIAL SCIENCES
310 Statistics
320 Political Science
330 Economics
340 Law
350 Public Administration
360 Social Problems & Services
370 Education
380 Commerce (Trade)
390 Customs, Etiquette, Folklore

400 LANGUAGE
410 Linguistics
420 English & Anglo-Saxon Languages
430 Germanic Languages, German
440 Romance Languages, French
450 Italian, Romanian, Rhaeto-Romanic Languages
460 Spanish & Portuguese Languages
470 Italic Languages, Latin
480 Hellenic, Classical Greek Languages
490 Other Languages

500 PURE SCIENCES
510 Mathematics
520 Astronomy & Allied Sciences
530 Physics
540 Chemistry & Allied Sciences
550 Sciences of Earth & Other Worlds
560 Paleontology
570 Life Sciences
580 Botanical Sciences
590 Zoological Sciences

600 TECHNOLOGY (APPLIED SCIENCES)
610 Medical Sciences
620 Engineering & Allied Operations
630 Agriculture & Related Technologies
640 Home Economics & Family Living
650 Management & Auxiliary Services
660 Chemical & Related Technologies
670 Manufactures
680 Manufacture for Specific Uses
690 Buildings

700 THE ARTS
710 Civic & Landscape Art
720 Architecture
730 Plastic Arts, Sculpture
740 Drawing, Decorative & Minor Arts
750 Painting & Paintings
760 Graphic Arts, Prints
770 Photography & Photographs
780 Music
790 Recreation & Performing Arts

800 LITERATURE
810 American Literature in English
820 English & Anglo-Saxon Literatures
830 Literatures of Germanic Languages
840 Literatures of Romance Languages
850 Italian, Romanian, Rhaeto-Romanic Literatures
860 Spanish & Portuguese Literatures
870 Italic & Latin Literatures
880 Hellenic & Greek Literatures
890 Literatures of Other Languages

900 GENERAL GEOGRAPHY & HISTORY
910 Geography, Travel
920 Biography & Genealogy
930 History of Ancient World
940 History of Europe
950 History of Asia
960 History of Africa
970 History of North America
980 History of South America
990 History of Other Areas

SEVEN
NEWSPAPER INDEXES
AND CURRENT EVENTS REFERENCE SOURCES

NEWSPAPER INDEXES

The Library has indexes to several newspapers. The Library keeps several newspapers on microfilm; for example, the *New York Times* is on microfilm back to 1962 and the *Fargo Forum* is on microfilm back to 1891. Newspapers on microfilm are stored in the Microforms area of the Library (lower level); readers and printers are available.

Two newspaper indexes are:

New York Times Index (Ref. Index/Abstr. AI 21 N44) (Shelving Unit 107)
A subject index giving exact reference to date, page, and column of the article in the *New York Times*. Articles under each subject are in order by date. The index is produced twice a month. There is a three- to four-month delay from the time the article is published until the index is produced.

Colleges and Universities. See also
Athletics and Sports
China, People's Republic of, D 21,22,23,24,25,26,27,28,29, 30,31
College Athletics
Scholarships and Fellowships
Textbooks
Colgate University officials announce $875 increase in tuition, to $10,575, plus increase in related costs that will bring total student cost to $14,450, a rise of 8.8 percent, for 1986-87 school year (S), Ap 1,II,2:4
Fred M Hechinger About Education column on Eileen Stevens, who is conducting campaign to outlaw hazing by fraternities (M), Ap 1,III,10:3
College students observe National Divestment Protest Day aimed at getting trustees to discontinue investments in South Africa, and their leaders are hoping movement will be springboard to involvement in other issues, illustrations (M), Ap 5,I,6:1
List of US colleges that have divested themselves since 1977 of stocks in corporations doing business in South Africa, Ap 5,I,6:2

In the above example, the subject is "Colleges and Universities". "See also" subjects are listed at the beginning of the section, referring you to related subjects you may also wish to check. The first article listed, "Colgate University...", is in the April 1 issue, section II, page 2, column 4. (Remember to note the year of the index you are using, since the year does not appear in the citation. Only articles from that year are included. The example is from 1986.) The "(S)" indicates this is a short article; you will also see "(M)" and "(L)" for medium-length and long articles.

Forum Index (Fargo-Moorhead) (Ref. Index/Abstr. AI 21 F67) (also located on top of Shelving Unit 109)

A subject and name index giving references to date and page of articles in the *Forum*. Contains area news only, back to 1976. The index is updated periodically and printed in an annual edition.

HOME EDUCATION

Court orders dismissal of ND home-school case [Lawrence & Debra Anderson]; 4/5/1989: A-16.
Dagleys of Mandan ND again face schooling charges; 1/12/1989: B-7.
History of anti-home school battles goes back to 1924; 2/27/1989: A-4.
Home schoolers lobby against restrictive North Dakota law (photo); 2/21/1989: B-1.
Home-school compromise proposed in North Dakota bill; 1/18/1989: A-6.

In this example, the subject is "Home Education". The first article is from the April 5, 1989 issue. The article is on page A-16.

CURRENT EVENTS REFERENCE SOURCES

Although not indexes to newspapers, good sources of information on current events and issues are:

Facts on File (Ref. D 410 F29x) (Shelving Unit 122)

Briefly summarizes national and international news events; issued weekly with cumulative indexing; set in three columns per page with each page divided into seven sections (by letters); index refers to the date, the column, and the section (e.g., 76 B 1 means page 76, Section B, column 1).

Editorials on File (Ref. D 839 E3) (Shelving Unit 122)

Reprints editorials from various national newspapers; issued biweekly with cumulative indexes.

Editorial Research Reports (Ref. H 35 E35) (Shelving Unit 124)

Weekly issues treat a subject currently in the news or likely to be in the near future. Each report contains a discussion of the importance and major issues of the subject, the background and history, and possible future developments. Weekly issues are combined into annual volumes. A subject and title index to the previous fifteen years is in each annual edition.

EIGHT
DICTIONARIES

Dictionaries contain lists of words in alphabetical order. The definitions of words are given, as well as how words are pronounced. Some dictionaries may give examples of how words are used in speech or writing and how the word evolved from another language. They also may trace the changes in the meaning of a word from the way it was used centuries ago to the way it is used now.

Large dictionaries which try to include every word in the language are called unabridged dictionaries, while smaller, abridged ones are limited to more commonly used words.

UNABRIDGED DICTIONARIES (kept on tops of Reference shelving units)

Webster's New Universal Unabridged Dictionary, second edition

Random House Dictionary of the English Language, second edition

Webster's New International Dictionary of the English Language, second edition

Webster's Third New International Dictionary, third edition

Oxford English Dictionary (Ref. PE 1625 O87 1989) (Shelving Unit 132)
A dictionary of special interest is the multi-volume *Oxford English Dictionary* (often called the "*OED*"). The goal of the *OED* is to include entries on every word in English used from 1160 on. It gives meanings, spellings, pronunciation, derivation, etc., and the historical tracing of each word in the language. It gives the dates of the first recorded uses of meanings of words, with quotations illustrating the meanings.

SPECIALIZED SUBJECT DICTIONARIES

The Reference Collection also contains many subject-specific dictionaries. These dictionaries contain definitions for words and phrases used in specialized areas. Some examples are listed below. Ask the Reference librarian for dictionaries in other subject areas.

Encyclopedic Dictionary of Psychology (Ref. BF 31 E555 1983) (Shelving Unit 130)

Dictionary of Education (Ref. LB 15 R64 1982) (Shelving Unit 131)

Words of Wall Street: 2,000 Investment Terms Defined (Ref. HG 4513 P47 1983) (Shelving Unit 125)

Dictionary of Computing (Ref. QA 76.15 D526 1986) (Shelving Unit 134)

Dictionary of Music (Ref. ML 100 D56 1983) (Shelving Unit 131)

Taber's Cyclopedic Medical Dictionary (Ref. R 121 T18) (Shelving Unit 134)

FOREIGN-LANGUAGE DICTIONARIES

There are two primary types of foreign-language dictionaries. First, there is the dictionary entirely in one language for people who speak the language; these can be of any size, variety, or complexity, abridged or unabridged. Second is the English to foreign-language/foreign-language to English dictionary, of use to the student of the language. These dictionaries, too, can vary in scope and complexity, but usually are less likely than the first kind to give the special nuances and idioms of the language.

Following is a list of foreign-language dictionaries giving their general Reference call number. These call numbers are located on Shelving Units 132 and 133.

CALL NUMBER	LANGUAGE	CALL NUMBER	LANGUAGE
Ref. PJ 6640	Arabic	Ref. PC 1640	Italian
Ref. PG 979	Bulgarian	Ref. PL 679	Japanese
Ref. PL 1736	Cantonese	Ref. PL 937	Korean
Ref. PL 1736	Chinese	Ref. PK 6906	Kurdish
Ref. PG 4640	Czechoslovakian	Ref. PL 4251	Lao
Ref. PM 1023	Dakota (Sioux)	Ref. PA 2365	Latin
Ref. PD 4640	Danish	Ref. PL 5125	Malay
Ref. PF 640	Dutch	Ref. PF 640	Netherland
Ref. PE 1628	English	Ref. PD 2691	Norwegian
Ref. PE 279	Anglo-Saxon	Ref. PK 6379	Persian
Ref. PE 679	Middle English	Ref. PG 6640	Polish
Ref. PE 279	Old English	Ref. PC 5333	Portuguese
Ref. PE 1625	Oxford English	Ref. PC 779	Rumanian
Ref. PH 279	Finnish	Ref. PG 2640	Russian
Ref. PC 2640	French	Ref. PK 933	Sanskrit
Ref. PC 2815	Old French	Ref. PG 1376	Serbo-Croatian
Ref. PF 3640	German	Ref. PM 1023	Sioux
Ref. PD 1191	Gothic (Biblical)	Ref. PC 4640	Spanish
Ref. PA 4 [illegible]	Greek	Ref. PC 4829	Chicano
Ref. PL 64[illegible]	Hawaiian	Ref. PL 8703	Swahili
Ref. PJ 4833	[illegible]brew	Ref. PD 5640	Swedish
Ref. PH 2640	Hungarian	Ref. PL 191	Turkish
Ref. PD 2437	Icelandic	Ref. PG 3991	Ukrainian
Ref. PL 5076	Indonesian	Ref. PL 4376	Vietnamese
Ref. PB 1291	Irish	Ref. PJ 5117	Yiddish

NINE
ENCYCLOPEDIAS

A general encyclopedia is often the best place to start research on a subject. Each article is written by a specialist in the field and provides an introduction to the subject; it may also provide a selected bibliography for further reading.

Encyclopedia articles are helpful for getting a broad overview of a subject before starting research on one aspect of it, or for checking on an unfamiliar item that comes up in your research. Most encyclopedias contain many short articles in alphabetical order so be sure to consult the index in order to find all the articles relating to a given subject.

Encyclopaedia Britannica (Ref. AE 5 E363) (Shelving Unit 121)
Originally published in Great Britain, this encyclopedia has been published in the United States for many years. It still reflects its British origins in spelling and the lengthy treatment of many British topics. The *Encyclopaedia Britannica* is divided into four sections: the "Propaedia", a one-volume outline of knowledge and guide to the *Britannica*; the "Micropaedia", containing a large number of short articles on specific subjects; the "Macropaedia", containing in-depth articles on broad topics; and the index.

Other general English-language encyclopedias include:

Collier's Encyclopedia (Ref. AE 5 C683) (Shelving Unit 121)

Encyclopedia Americana (Ref. AE 5 E333) (Shelving Unit 121)

World Book Encyclopedia (Ref AE 5 W55) (Shelving Unit 121)

SUBJECT ENCYCLOPEDIAS

In addition to general encyclopedias, there are many encyclopedias which concentrate on specific subject fields, countries, religions, etc. The articles in these are more detailed and usually much more extensive than those in general encyclopedias.

Examples of these are:

Annals of America (Ref. E 173 A793) (Shelving Unit 123)
This set varies from the typical encyclopedia in that it is arranged chronologically rather than alphabetically. Entries may include texts of articles published or speeches given at the time being discussed. Maps, illustrations, and photographs are also included.

Dictionary of American History (Ref. E 174 D52 1976) (Shelving Unit 123)

Encyclopedia of Education Research (Ref. LB 15 E48 1982) (Shelving Unit 131)

Encyclopedia of Horticulture (Ref. SB 317.58 E94) (Shelving Unit 134)

Encyclopedia of Materials Science and Engineering (Ref. TA 402 E53 1986) (Shelving Unit 134)

Encyclopedia of Philosophy (Ref. B 41 E5) (Shelving Unit 122)

Encyclopedia of Physical Science and Technology (Ref. Q 123 E4973 1989) (Shelving Unit 133)

Encyclopedia of Psychology (Ref. BF 31 E52 1984) (Shelving Unit 122)

Encyclopedia of Religion (Ref. BL 31 E46 1987) (Shelving Unit 122)

Encyclopedia of Statistical Science (Ref. QA 276.14 E5 1982) (Shelving Unit 134)

Grzimek's Animal Life Encyclopedia (Ref. QL 3 G7813) (Shelving Unit 134)

Guide to American Law: Everyone's Legal Encyclopedia (Ref. KF 156 G77 1983) (Shelving Unit 130)

International Encyclopedia of Higher Education (Ref. LB 15 I57 1978) (Shelving Unit 131)

International Encyclopedia of Psychiatry, Psychology, Psychoanalysis and Neurology (Ref. RC 334 I57) (Shelving Unit 134)

International Encyclopedia of the Social Sciences (Ref. H 41 I5) (Shelving Unit 124)

McGraw-Hill Dictionary of Art (Ref. N 33 M23) (Shelving Unit 131)

McGraw-Hill Encyclopedia of Science and Technology (Ref. Q 121 M3 1987) (Shelving Unit 134)

New Catholic Encyclopedia (Ref. BX 841 N44 1967) (Shelving Unit 122)

New Palgrave: A Dictionary of Economics (Ref. HB 61 N49 1987b) (Shelving Unit 124)

New Grove Dictionary of Music and Musicians (Ref. ML 100 N48) (Shelving Unit 131)

TEN
ALMANACS

Almanacs are annual volumes of current and retrospective information, facts, and statistics. Almanacs are best used to answer simple questions of current or historical fact. They contain a wide variety of information and statistics about subjects such as presidents, rivers, population, awards, religions, holidays, income, railroads, mathematics, sports, etc. reaching back over many years.

Always consult the index when using an almanac. Some almanacs have the index in the front, some in the back of the volume. (Do not confuse the index with the table of contents.)

The two most popular and best known general almanacs are:

Information Please Almanac (Ref. AY 64 I55) (Shelving Unit 122)
The index is located in the front.

World Almanac (Ref. AY 67 N5 W7) (Shelving Unit 122; second copy at Reference Desk)
The index is located in the front.

Two almanacs which contain only statistics are:

Statistical Abstract of the United States (Ref. HA 202) (Shelving Unit 124; second copy at Reference Desk)
This almanac is the standard summary of statistics on the social, political, and economic organization of the United States. It is designed to serve as a convenient volume for statistical reference and as a guide to other statistical publications and sources. It includes a selection of data from many governmental and private statistical publications.

Statistical Abstract of North Dakota (Ref. HA 562 U54) (Shelving Unit 124; second copy at Reference Desk)
Published every several years, this almanac contains statistics and serves as a guide to basic data sources concerning North Dakota's people, environment, and economy.

ELEVEN
BIOGRAPHIES

The Library has specialized sources of information about people. There are many general biographical dictionaries whose articles vary in length from a brief sentence or two to several pages. These are usually arranged in alphabetical order by last name; watch for variations in spellings of names (Olson, Olsen; Tolstoi, Tolstoy) and the use of pseudonyms (Mark Twain, Samuel Clemens). "Facts" may vary widely from one source to another; biographees may not be consistent or truthful in relating facts, and many "facts" are a matter of opinion or interpretation by the authors or editors. It is always best to check several sources.

Book-length biographies of individuals can be found in the Online Catalog by searching the name of the person.

SOME EXAMPLES OF GENERAL BIOGRAPHICAL SOURCES

Current Biography (Ref. CT 100 C8) (Shelving Unit 122)
Published monthly with an annual cumulation, Current Biography includes about 150 biographies each year of persons of various nationalities and occupations who are currently prominent. Each annual cumulation contains an index by occupation

Webster's Biographical Dictionary (Ref. CT 103 W4 1976) (Shelving Unit 122)

Other biographical sources cover prominent people from a parti- cular country, region, or occupation. Ask the Reference Librarian for assistance in locating these sources.

EXAMPLES OF BIOGRAPHICAL DICTIONARIES (for living people)

International Who's Who (Ref. CT 120 I5) (Shelving Unit 122)

Who's Who (British) (Ref. DA 28 W6) (Shelving Unit 123)

Who's Who in America (Ref. E 176 W642) (Shelving Unit 124)

Who's Who in the Midwest (Ref. E 747 W63) (Shelving Unit 124)

Who's Who in the West (Ref. F 595 W64) (Shelving Unit 124)

EXAMPLES OF BIOGRAPHICAL DICTIONARIES (for people no longer living)

Dictionary of National Biography (British) (Ref. DA 28 D485x) (Shelving Unit 123)

Dictionary of American Biography (Ref. E 176 D563) (Shelving Unit 124)

Who Was Who (Ref. DA 28 W65) (Shelving Unit 123)

Who Was Who in America (Ref. E 176 W64) (Shelving Unit 124)

EXAMPLES OF SPECIALIZED BIOGRAPHICAL SOURCES

American Men and Women of Science (Ref. Q 141 A47) (Shelving Units 133-134)

Biographical Directory of the American Congress (Ref. JK 1010 U5 1989) (Shelving Unit 126)

Contemporary Authors (Ref. Z 1224 C6) (Shelving Unit 135)

Who's Who in Engineering (Ref. TA 139 E37) (Shelving Unit 134)

Who's Who in North Dakota (Ref. CT 253 W48 1984) (Shelving Unit 122)

Who's Who in Technology (Ref. T 39 W5) (Shelving Unit 134)

BIOGRAPHY INDEXES

Biography and Genealogy Master Index (Ref. CT 214 B57) (Shelving Unit 122)
A very useful source for locating biographical information is the *Biography and Genealogy Master Index*. This eight-volume set and supplements index hundreds of biographical dictionaries and encyclopedias. Entries are listed under names, followed by years of birth and/or death and a code indicating in which biographical source information about an individual may be located. A separate list of source codes gives NDSU call numbers for items in the Libraries.

Biography Index (Ref. Index/Abstr. Z 5301 B5) (Shelving Unit 119)
A cumulative index to biographical material in periodicals and books. This index is arranged by name and has an index by occupation in the back of each volume.

TWELVE
ATLASES, MAPS, AND GAZETTEERS

An atlas is a collection of maps, current or historical, which cover the world, any section of the world, or space. Atlases may include population charts, air distance tables, economic and political distribution maps, etc. Gazetteers are dictionaries of place names.

Examples of atlases and maps:

Rand, McNally and Company Commercial Atlas and Marketing Guide (Ref. G 1019 R22) (Reference Atlas Case)
Primarily an atlas of America, the first part includes statistical tables of population, business and manufacturers, agriculture, and other commercial features. A section of "State Maps and Statistics" is arranged alphabetically by state with maps of each state followed by some special maps and tables. Also included is an alphabetical listing of all cities and towns in that state, giving for each the population, county seat, map key, altitude, elevation, post office, zip code, transportation services, banking, and other data. This information is sometimes indicated by symbols, with a key to the symbols at the bottom of each page.

United States Geological Survey Topographic Maps (filed in map cases in Map Room (lower level)
A topographic map is a line-and-symbol representation of natural and selected man-made features of a part of the Earth's surface plotted to a definite scale. A topographic map shows the shape and elevation of the terrain by contour lines. Topographic maps have many uses in planning highways, dams, and other construction, flood control, soil conservation, reforestation and other environmental control, and outdoor activities such as hunting, fishing, and hiking. Maps are located by using the index and index map for each state.

The Travel File in the Reference Room contains highway maps for all states and provinces and street maps for many cities. The International File contains maps for many foreign countries.

Examples of gazetteers:

Webster's New Geographical Dictionary (Ref. G 103.5 W42 1980) (Shelving Unit 124)
This dictionary contains more than 47,000 current and historical geographical names. It provides the location, area, and population of cities, and altitudes of mountains. It also provides a concise history, points of interest, and geographical features for countries, states, and some cities. Some maps are included.

Columbia Lippincott Gazetteer of the World (Ref. G 103 L7 1952) (Shelving Unit 124)
This gazetteer lists the places of the world, both political subdivisions and geographic features, giving variant spellings, pronunciation, population (with date), history, geographical and political location, altitude, and other facts. It includes over 130,000 place names with more than 30,000 cross references.

Many other maps, atlases, and gazetteers are located in the Reference Room and in the Map Room. For assistance or information, ask the librarian at the Reference Desk.

THIRTEEN
THE ONLINE CATALOG

The online catalog is the computerized listing of materials in the NDSU Library. The NDSU Library does not have a card catalog. Several terminals for accessing the online catalog are located on each level of the Library. If you have a terminal or personal computer with a modem, you may dial into the online catalog by dialing 237-8661; when the computer asks you for class, enter 40.

BASIC DIRECTIONS

To send messages to the computer, press the "New Line" or "Return" key. To correct a typing error, press the "Back Space" key and retype. Spaces are essential after all commands and between words.

TO DISPLAY RESULTS

When the computer has searched for an item as you instructed it, you will get a message telling how many records matched your instructions. To see the results, type **DI** (for display).

If one record matches your search, the computer will display the record for that item on the screen and provide information such as author, title, call number, etc.

If the computer tells you more than one record matched your search, type **DI**. The computer will list the dates, titles, and authors for those items. Select the one you want and type **DI [NUMBER]** (for example, **DI 3**). You may list more than one number (for example, **DI 2 4 7 9**), and type **NR** (for "next record") to look at each record.

To determine if the book is on the shelves or is already checked out, type **DS** after each record display.

SEARCHING BY AUTHOR AND TITLE ("COMBINATION SEARCH")

When you know both the author and title of an item, the combination search is the best way to find out if the Library has the book.

To search by author/title combination:

1. Type: **CO [AUTHOR'S LAST NAME] [FIRST TITLE WORD]** (leave off "a", "an", or "the" at the beginning of the title)
2. Press the "New Line" or "Return" key

For example, to search for *The Solar System and Back* by Isaac Asimov, type **CO ASIMOV SOLAR**

```
TRN=>CO ASIMOV SOLAR

Screen 001 of 001  Record 0001 of 0001 TRN                    Catalog TRN
LOCATION:  Q171 .A718
AUTHOR:    Asimov, Isaac, 1920-
TITLE:     The solar system and back.
EDITION:   [1st ed.]
PUBLISHER: Garden City, N.Y., Doubleday, 1970.
DESCRIPTN: xiv, 246 p. illus. 22 cm.
CONTENTS:  The seventh planet.--The dance of the Sun.--Backyard, turn
             backyard.--Little lost satellite.--Little found satellite.--View
             from Amalthea.--The dance of the satellites.--The planetary
             eccentric.--Just right.--The incredible shrinking people.--The
             first metal.--The seventh metal.--The predicted metal.--The
             terrible lizards.--The dying lizards.--Counting
             chromosomes.--Uncertain, coy, and hard to please.
SUBJECT:   Science--Addresses, essays, lectures.
----Type DS to Display item availability Status
TRN=>DS

BAR-CODE-ID     LOCATION      COPY  DUE--DATE-TIME  HOLDS  RESERVE-ID
30109001477994  2nd Floor      01   *ON SHELVES      000
```

SEARCHING BY TITLE

To find out if the Library has an item when you know only the title:

1. Type: **TI [TITLE OF BOOK]** (leave off "a", "an", or "the" at the beginning of the title)
2. Press the "New Line" or "Return" key

For example, to search for the title *The Measure of the Universe*, type: **TI MEASURE OF THE UNIVERSE**

```
TRN=>TI MEASURE OF THE UNIVERSE

   2 RECORDS MATCHED THE SEARCH
----Type DI 1-2  to Display the records

TRN=>DI

Screen 001 of 001                                              Catalog TRN
NMBR DATE  --------------------TITLE--------------------  -------AUTHOR-------
0001 1965  The measure of the universe; a history of mo   North, John David.
0002 1983  The measure of the universe /                  Asimov, Isaac,
----Type DI NMBR(s) to Display specific records

TRN=>DI 2

Screen 001 of 001  Record 0002 of 0002 TRN                    Catalog TRN
LOCATION:  QC39 .A76 1983
AUTHOR:    Asimov, Isaac, 1920-
TITLE:     The measure of the universe / Isaac Asimov ; illustrations by
             Roger Jones.
EDITION:   1st ed.
PUBLISHER: New York : Harper & Row, c1983.
DESCRIPTN: 339 p. : ill. ; 25 cm.
SUBJECT:   Physical measurements--Popular works.
----Type DS to Display item availability Status
```

SEARCHING BY AUTHOR

To obtain a list of items that our library has by an author:

1. Type: **AU [LAST NAME] [FIRST NAME] [MIDDLE INITIAL]** (if you know only part of the name, enter as much as you know)
2. Press the "New Line" or "Return" key

For example, to search for the author Isaac Asimov, type: **AU ASIMOV ISAAC**

```
TRN=>AU ASIMOV ISAAC

  61 RECORDS MATCHED THE SEARCH
----Type DI 1-20 to Display first 20 records

TRN=>DI

Screen 001 of 004                                                Catalog TRN
NMBR DATE  --------------------TITLE--------------------  -------AUTHOR-------
0001 1980  The annotated Gulliver's travels  : Gulliver   Swift, Jonathan,
0002 1970  Asimov's guide to Shakespeare.                 Asimov, Isaac,
0003 1972  Asimov's biographical encyclopedia of scienc   Asimov, Isaac,
0004 1968- Asimov's guide to the Bible.                   Asimov, Isaac,
0005 1972  Asimov's Guide to science /                     Asimov, Isaac,
0006 1964  Asimov's biographical encyclopedia of scienc   Asimov, Isaac,
0007 1974  Asimov on chemistry.                           Asimov, Isaac,
0008 1976  Asimov on physics /                            Asimov, Isaac,
0009 1977  Asimov on numbers /                            Asimov, Isaac,
0010 1968  Asimov's mysteries.                            Asimov, Isaac,
0011 1981  Asimov on science fiction /                    Asimov, Isaac,
0012 1984  Asimov's New guide to science /                Asimov, Isaac,
0013 1985  Asimov's Guide to Halley's comet /             Asimov, Isaac,
0014 1989  Asimov's chronology of science and discovery   Asimov, Isaac,
0015 1981  Change! : seventy-one glimpses of the future   Asimov, Isaac,
0016 1977  The collapsing universe /                      Asimov, Isaac,
0017 1972  The early Asimov; or, Eleven years of trying   Asimov, Isaac,
0018 1982  Exploring the earth and the cosmos : the gro   Asimov, Isaac,
0019 1979  Extraterrestrial civilizations /               Asimov, Isaac,
0020 1975  Eyes on the universe : a history of the tele   Asimov, Isaac,
----Type DI NMBR(s) to Display specific records / DI to continue thru the list

TRN=>DI 10 14 16 18

Screen 001 of 001  Record 0010 of 0061 TRN                       Catalog TRN
LOCATION:  PS3551.S5 A6 1968
AUTHOR:    Asimov, Isaac, 1920-
TITLE:     Asimov's mysteries.
EDITION:   [1st ed.]
PUBLISHER: Garden City, N.Y., Doubleday, 1968.
DESCRIPTN: xi, 228 p. 22 cm.
CONTENTS:  The singing bell.--The talking stone.--What's in a name?--The
             dying night.--Pate de foie gras.--The dust of death.--A joint
             of pav.--I'm in Marsport without Hilda.--Marooned off
             Vesta.--Anniversary.--Obituary.--Star light.--The key.--The
             billiard ball.
----Type DS to Display item availability Status
----Type NR to display Next Record in list

TRN=>DS

BAR-CODE-ID     LOCATION      COPY  DUE--DATE-TIME  HOLDS  RESERVE-ID
30109001444432  2nd Floor      01   *ON SHELVES      000

TRN=>NR
```


35
BEST COPY AVAILABLE

```
Screen 001 of 001  Record 0014 of 0061 TRN                          Catalog TRN
LOCATION:  Q125 .A765 1989
AUTHOR:    Asimov, Isaac, 1920-
U-TITLE:   Chronology of science and discovery
TITLE:     Asimov's chronology of science and discovery / Isaac Asimov.
EDITION:   1st ed.
PUBLISHER: New York : Harper & Row, c1989.
DESCRIPTN: 707 p. : col. ill. ; 25 cm.
SUBJECT:   Inventions--History.
----Type DS to Display item availability Status
----Type NR to display Next Record in list

TRN=>DS

BAR-CODE-ID     LOCATION      COPY  DUE--DATE-TIME  HOLDS  RESERVE-ID
30109003971853  2nd Floor      01   •ON SHELVES      000
```

FOURTEEN
TERM AND SUBJECT SEARCHES
USING THE ONLINE CATALOG

SEARCHING BY TERMS

Searching by "term" means that the computer searches the title, subject, series, alternate title, notes, or corporate author for specific words supplied by you. You may instruct the computer to search for a single word or for several words. Keep in mind that the term search is very non-specific. For example, a search on "dating" will give you books on "social dating" and "radio-carbon dating".

If you want to do a single-term search:

1. Type: **TE [WORD YOU HAVE CHOSEN]**
2. Press the "New Line" or "Return"key

For example, if you are interested in "football" type
TE FOOTBALL.

If you wish to do a multiple-term search (using two or more words):

1. Type: **TE [WORD] [WORD] [WORD] [WORD]**
2. Press the "New Line" or "Return"key

```
TRN=>TE BIRDS NORTH DAKOTA

   832 RECORD MATCHES AFTER TERM BIRDS
   153 RECORD MATCHES AFTER TERM NORTH
    41 RECORDS MATCHED THE SEARCH
------Type DI 1-20 to Display first 20 records

TRN=>DI

Screen 001 of 003                                              Catalog TRN
NMBR DATE  --------------------TITLE--------------------  -------AUTHOR-------
0001 1956  An annotated bibliography of North Dakota or   Stephens, Thomas Ca
0002 1953  Birds of the Theodore Roosevelt National Mem   Stevens, Orin Alva,
0003 1987  Bird behavior and mortality in relation to p   Faanes, Craig A.
0004 1953  Birds of North Dakota : summary of data avai   Johnsgard, Paul.
0005 1975  Breeding birds of North Dakota /               Stewart, Robert E.
0006 1963  Breeding bird populations in nine selected s   Clarens, Richard D.
0007 1986  Breeding biology of yellow-billed loons on t   North, Michael Rich
0008 1981  Breeding birds of natural woodlands, shelter   Hiemenz, Gregory Al
0009 1979  Distribution and habitat of sandhill cranes    Carlisle, Martha Ja
0010 1985  Effects of weather on breeding ducks in Nort   Hammond, Merrill C.
0011 1985  Effects of specialized grazing systems on up   Messmer, Terry Alla
0012 1983  Evaluation of sharp-tailed grouse, ring-neck   Anderson, Gerald L.
0013 1981  Factors affecting diversity of selected avia   Fleckenstein, John
0014 1964  Feathers from the prairie : a short history    Johnson, Morris D.
0015 1989  Feathers from the prairie : a short history    Johnson, Morris D.,
0016 1972  Feeding ecology of the pintail (Anas acuta)    Krapu, Gary Lee.
0017 1981  Habitat use by birds during spring migration   Schwartz, Michael D
0018 1971  Injection studies of cortical and medullary    Phipps, Gary Lee.
0019 1974  Investigations of bird migration and mortali   Avery, Michael L.
0020 1917  List of North Dakota birds found in the Big    Judd, Elmer T.
----Type DI NMBR(s) to Display specific records / DI to continue thru the list
```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SEARCHING BY SUBJECTS

Searching by subject is more precise than searching by term. Subject headings indicating the content are assigned to each book. In order to establish uniformity in the wording of subjects, the NDSU Library uses subjects listed in the *Library of Congress Subject Headings*, a three-volume set of large red books kept on a stand in the main corridor near the computer terminals. Before conducting a subject search using the online catalog, you should consult *Library of Congress Subject Headings* for the correct subject. Chapter Seventeen of this manual describes *Library of Congress Subject Headings*.

To search for items in the Library on a subject:

1. Type: **SU [SUBJECT FOR YOUR TOPIC] #**
2. Press the "New Line" or "Return"key

For example, to search for information on the topic "learning disabilities", type **SU LEARNING DISABILITIES #**. (Always type the "#" sign after your subject for the best results.)

Valid subjects may also be obtained by looking at the SUBJ (subject) fields listed at the end of online catalog records.

```
TRN=>SU LEARNING DISABILITIES #

  72 RECORDS MATCHED THE SEARCH
----Type DI 1-20 to Display first 20 records

TRN=>DI

Screen 001 of 004                                              Catalog TRN
NMBR DATE  --------------------TITLE--------------------  -------AUTHOR-------
0001 1979  Arithmetic and learning disabilities : guide   Johnson, Stanley W.
0002 1985  Bilingualism and special education : issues    Cummins, Jim,
0003 1987  Career decision making for adolescents and y   Biller, Ernest F.
0004 1983  Central auditory processing disorders : prob
0005 1975  Chicorel index to learning disorders--books    Chicorel, Marietta.
0006 1974  Chicorel index to reading disabilities : an    Chicorel, Marietta.
0007 1976- Chicorel index to reading and learning disab
0008 1975- Chicorel abstracts to reading and learning d
0009 1971  Children with learning disabilities: theorie   Lerner, Janet W.
0010 1973  Childhood learning, behavior, and the family   Taichert, Louise C.
0011 1985  The clinical teaching model : clinical insig   Sapir, Selma G.
0012 1981  A cognitive approach to learning disabilitie   Reid, D. Kim.
0013 1981  Cross age and peer tutoring : help for child   Jenkins, Joseph R.
0014 1976  Developmental and learning disabilities : ev   Meier, John,
0015 1978  Education and the brain /
0016 1976  An examination of the utility and validity o   Mabee, Walter S.
0017 1981  Handbook of special education /
0018 1979  The hidden handicap : helping the marginally   Kranes, Judith Ehre
0019 1983  How to reach the hard to teach : older pupil   Widlake, Paul
0020 1975  Identifying early learning ga[a gap symbol]p   Banas, Norma.
----Type DI NMBR(s) to Display specific records / DI to continue thru the list
```

SUBJECT TERM SEARCHING

Terms from valid subjects may be searched. To conduct a Subject Term search:

1. Type: **ST [SUBJECT TERM]**
2. Press the "New Line" or "Return"key

For example, to search for materials with subjects that include the term "disabilities", type **ST DISABILITIES**. The computer will only search the SUBJ lines of the records.

```
TRN=>ST DISABILITIES

    83 RECORDS MATCHED THE SEARCH
------Type DI 1-20 to Display first 20 records

TRN=>DI

Screen 001 of 005                                                Catalog TRN
NMBR DATE  --------------------TITLE--------------------  -------AUTHOR-------
0001 1979  Arithmetic and learning disabilities : guide  Johnson, Stanley W.
0002 1985  Bilingualism and special education : issues   Cummins, Jim,
0003 1987  Career decision making for adolescents and y  Biller, Ernest F.
0004 1983  Central auditory processing disorders : prob
0005 1975  Chicorel index to learning disorders--books   Chicorel, Marietta.
0006 1974  Chicorel index to reading disabilities : an   Chicorel, Marietta.
0007 1976- Chicorel index to reading and learning disab
0008 1975- Chicorel abstracts to reading and learning d
0009 1971  Children with learning disabilities: theorie  Lerner, Janet W.
0010 1973  Childhood learning, behavior, and the family  Taichert, Louise C.
0011 1976  Children with learning disabilities : theori  Lerner, Janet W.
0012 1985  The clinical teaching model : clinical insig  Sapir, Selma G.
0013 1981  A cognitive approach to learning disabilitie  Reid, D. Kim.
0014 1981  Cross age and peer tutoring : help for child  Jenkins, Joseph R.
0015 1976  Developmental and learning disabilities : ev  Meier, John,
0016 1977- Developmental disabilities abstracts.
0017 1985  Early identification of children at risk : a
0018 1978  Education and the brain /
0019 1976  An examination of the utility and validity o  Mabee, Walter S.
0020 1974  Handbook on learning disabilities: a prognos
----Type DI NMBR(s) to Display specific records / DI to continue thru the list
```

FIFTEEN
ONLINE CATALOG ADVANCED TECHNIQUES

The online catalog has features to limit the scope of your search and to locate materials in other libraries. The Minnesota State Universities and Concordia College are part of the online catalog database, as are many Minnesota community college and state office libraries and the Legislative Reference Library. The University of Minnesota is not included.

SEARCHING MOORHEAD STATE UNIVERSITY OR CONCORDIA COLLEGE

To find out if Moorhead State University or Concordia College has an item, insert **"TRM"** (for MSU) or **"TRC"** (for CC) after a search command (CO, TI, AU, TE, or SU).

For example, to search for Isaac Asimov's *Only a Trillion* at Moorhead State University, type: **CO TRM ASIMOV ONLY** You may search all three Tri-College libraries by inserting **"TRI"** after a search command.

```
TRM=>CO TRM ASIMOV ONLY

Screen 001 of 001  Record 0001 of 0001 TRM                    Catalog TRM
LOCATION:  Q171 .A7
AUTHOR:    Asimov, Isaac, 1920-
TITLE:     Only a trillion / Isaac Asimov.
PUBLISHER: London, New York, Abelard-Schuman c1957.
DESCRIPTN: 193 p. ; 22 cm.
CONTENTS:  Atoms that vanish.--Explosions within us.--Hemoglobin and the
             universe.--Victory on paper.--Abnormality of being
             normal.--Planets have an air about them.--Unblind workings
             of chance.--Trapping of the sun.--Sea-urchin and we.--Sound
             of panting.--Marvelous properties of thiotimoline.--Pate de
             foie gras.
SUBJECT:   Science--Addresses, essays, lectures.
----Type DS to Display item availability Status
```

SEARCHING OTHER LIBRARIES IN THE SYSTEM

Any of the individual libraries included in the online catalog system may be searched by inserting the location code of the library after a search command.

SUS = State University System
BSU = Bemidji State University
LRL = Legislative Reference Library (Minnesota)
MSU = Mankato State University
SCS = St. Cloud State University
SSU = Southwest State University
WSU = Winona State University
SYS = entire system (includes Minnesota community colleges; for a complete listing, type HELP SY)

LIMITING YOUR SEARCH

You may limit the results of your search in several ways: by date, by format (film, disk, video, etc.), or by language. To use the limit feature, you must first form a set of records by doing a search as described in Chapters Thirteen and Fourteen. When the computer gives you the message **nn RECORDS MATCHED THE SEARCH**, on the next line, type in your limit command.
To limit, type one of the following:

FO AV	Format Audiovisual
FO BO	Format Book
FO DI	Format Floppy Disk
FO FI	Format Filmstrip
FO KI	Format Kit
FO MA	Format Map
FO MI	Format Microform
FO MO	Format Motion Picture
FO OT	Format Other (Game)
FO SC	Format Score
FO SE	Format Serial
FO SL	Format Slide
FO SO	Format Sound Recording
FO VI	Format Video Recording
LA [letters]	Language (insert first three letters of the language, i.e. GER)
GT [year]	Greater (newer) than publication year
LT [year]	Less (older) than publication year
EQ [year]	Equal to publication year

For example, if you want only materials published since 1980, type **GT 1980** after the records matched message. You will then get a new records matched message giving you the number of records for materials published since 1980. To cancel your limit, type **BA** to return to the unlimited set.

You may also limit your search by typing in additional terms.

USING TRUNCATION

Truncation allows you to have the computer search variations on a basic word by typing in the beginning of a word and replacing the end with **#**.

For example, to search the terms ELECTRIC, ELECTRICAL, ELECTRICITY, and any other variations of the word ELECTRIC, type **TE ELECTRIC#**. The computer will then give you the total records matching the various words beginning with ELECTRIC. (When using truncation, you should use root words having at least four letters.)

```
TRN=>TE ELECTRIC

  1289 RECORDS MATCHED THE SEARCH
------Type DI 1-20 to Display first 20 records    (or)
Use AND command with additional WORD(s) or LIMITING command to reduce results

TRN=>TE ELECTRIC#

  2055 RECORDS MATCHED THE SEARCH
------Type DI 1-20 to Display first 20 records    (or)
Use AND command with additional WORD(s) or LIMITING command to reduce results

TRN=>AND MOTOR#

    65 RECORDS MATCHED THE SEARCH
------Type DI 1-20 to Display first 20 records
```

You may also use truncation to search words which vary inside the word by replacing the letters that vary with **?**. For example, to search WOMEN or WOMAN, type **TE WOM?N**. You will then retrieve records with either form of the word.

BROWSING

Browsing allows you to scan a list of titles, authors, subjects, call numbers, or terms to locate a correct form or spelling. To use the browse feature, type **BR [SEARCH CODE] [ITEM TO SEARCH]**.

For example, to see a list of all authors named Michael Miller, type **BR AU MILLER MICHAEL**. Follow the instructions at the bottom of the browse list to continue.

```
TRN=>BR AU MILLER MICHAEL

Screen 001 of 001                                              Catalog TRN
NMBR  COUNT  (AU)---------INDEX KEY------------  ------------TITLE------------
0001      2  MILLER MERTON H
0002*     1  MILLER MICHAEL BARRY                Bon Marche :
0003      1  MILLER MICHAEL D                    analysis of the graduate show
0004      1  MILLER MICHAEL E                    Symposium on the child with r
0005      2  MILLER MICHAEL H
0006      1  MILLER MICHAEL K                    Contemporary issues in theory
0007      1  MILLER MICHAEL L                    Pediatric rheumatology /
0008      5  MILLER MICHAEL M
0009      3  MILLER MICHAEL MARTIN
0010      1  MILLER MICHAEL S                    Mineral resources of the Seve
0011      2  MILLER MIKE
0012      1  MILLER MILTON H                     Comprehensive mental health:
0013      2  MILLER MORTON W
0014      1  MILLER NANCY K                      heroine's text :
0015      1  MILLER NAOMI                        Fons sapientiae :
0016      1  MILLER NATHAN                       U.S. Navy :
0017      2  MILLER NEAL ELGAR
0018      1  MILLER NORBERT                      Werke
0019      1  MILLER NORMA R                      Emerging careers :
0020      2  MILLER NORMAN
----Type SE NMBR(s) to select entries / BF or BB to browse forward or backward
```

```
TRN=>SE 8 9

   8 RECORD MATCHES FROM SELECT
----Type DI 1-8  to Display the records

TRN=>DI

Screen 001 of 001                                                    Catalog TRN
NMBR DATE  --------------------TITLE--------------------  -------AUTHOR-------
0001 1967  As we reminisce ; souvenir memory book /
0002 1978  Bulletin boards and displays : a bibliograph   Miller, Michael Mar
0003 1977  A guide to audio-visual materials on North D   Rathke, Ann M.
0004 1975  A guide to Bicentennial display kits, poster   North Dakota. State
0005 1980  The Miller (Muller) genealogy /
0006 1976  Moments to remember /                          Miller, Michael Mar
0007 1986- North Dakota periodicals index.
0008 1987  Researching the Germans from Russia : annota   Miller, Michael M.
----Type DI NMBR(s) to Display specific records
```

Instructions for doing more complex searching are posted near the terminals, or ask a librarian at the Reference desk for assistance. You may also type **HELP** to get a list of the online help screens.

```
TRN=>HELP

Screen 001 of 002                                                    Catalog TRN
GENERAL HELP MENU

HELP explanations are available for most of the system commands. Type HELP
followed by the 2 characters corresponding to the type of help needed.
EXAMPLE: for help on author searching enter HELP AU

BE -- Beginning and Ending a session  PR -- Offline Printing
AU -- Author Search                   OP -- Online Printing
TI -- Title Search                    CA -- Call Number Search
CO -- Combination Author/Title Search NE -- System News
TE -- Term/Topic Search               SI -- Database Size Statistics
SU -- Subject Search                  TR -- Truncation, Terms & Statement
DI -- Displaying Search Results       SY -- Searching other Libraries
DA -- Limiting by Publication Date    ST -- System Statistics
FO -- Limiting by Material Format     DL -- Dial Access to Library System
LA -- Limiting by Language            GE -- General Command Summary
NA -- Narrowing by additional word(s) ER -- Undefined Command Errors
SE -- Sets and Boolean commands       IN -- Database Indexing
BR -- Browsing the index files        MA -- Mail
CH -- Choosing search items           CI -- Circulation Commands
IS -- Item availability Status        IL -- Ill Subsystem Commands
----Type NS and press NEWLINE, RETURN or ENTER key to get Next Screen

TRN=>HELP SE

Screen 001 of 001                                                    Catalog TRN
SETS AND SET LOGIC HELP

   SA             (Save Workarea as Set)
   GE SET-NMBR    (Get Set into Workarea)
   SC             (Scratch all Sets, but not Work Area)
   DE SET-NMBR    (Delete a Set)
   BO SET-NMBR <BO> SET-NMBR <BO> SET-NMBR ... (Boolean Connection of Sets)
```


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SIXTEEN
LOCATING BOOKS

Books are shelved on the upper level of the Library, except for: books located in special locations within the Library, such as Reference, Maps, or the North Dakota Institute for Regional Studies; books located in one or more of the Departmental Libraries; books temporarily on reserve behind the Circulation Desk.

If you are looking for a specific book for which you have a call number but you are unable to locate it, ask at the Circulation Desk or pick up one of the red phones located throughout the Library. Someone at the Circulation Desk will answer and give you assistance. The book you want may be checked out, in which case you may recall it using the Online Catalog, or it may be on reserve.

HOW TO LOCATE A BOOK ON THE SHELVES

Library books are shelved by call numbers, which group the books according to subject. A map of call number locations for the main Library is on the wall near the Online Catalog terminals.

First, locate the first letter of the call number (H, for example). Then look for the second letter, if there is one. H comes before HA, and HM comes after HJ and before HX. Then look for the number which is the second portion of the call number. The third portion of the call number will usually start with a letter

HM
23
S for ex ple) which will be followed by one or more numbers. These numbers should be read as though there were a decimal point before the number. Thus HM
23
S56 will be shelved before HM
23
S8 because .56 is smaller than .8.

Additional lines will often be used.

OTHER LOCATIONS

Some call numbers will begin with a line indicating another location. These locations are:

Arch.	Architecture Library
Chem.	Chemistry Library
Folio	Oversize
Inst.Rm.	North Dakota Institute for Regional Studies
Pharm.	Pharmacy Library
Ref.	Reference

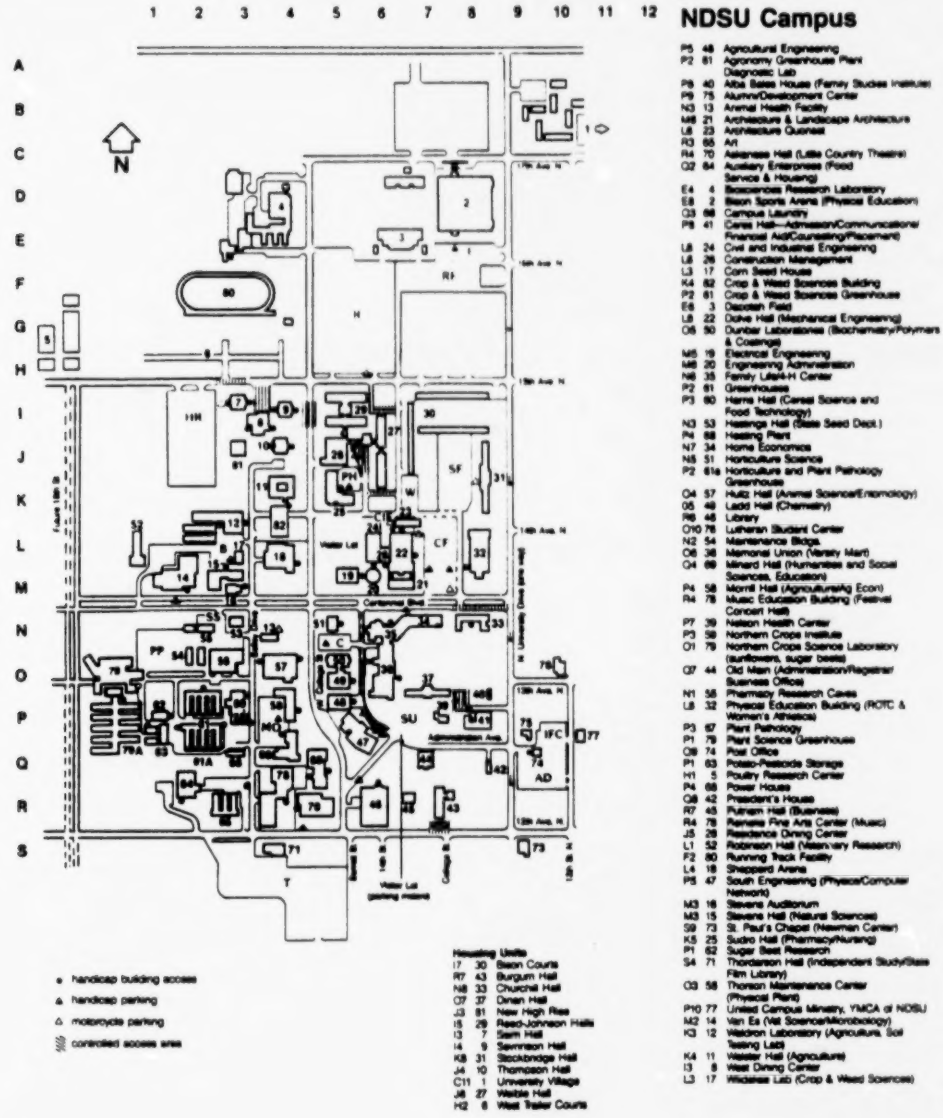
DEPARTMENTAL LIBRARIES

The Library maintains three Departmental Libraries in the fields of Architecture, Chemistry, and Pharmacy. The Departmental Libraries contain materials of specific interest to these subjects, but may be used by anyone. Materials are listed in the Online Catalog, and may be checked out to anyone who has a current Library ID.

The Departmental Libraries are located in the following buildings:

Architecture	Architecture 101
Chemistry	Ladd Hall 209
Pharmacy	Sudro Hall 135

Ask at the Reference Desk for directions to the Departmental Libraries.



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SEVENTEEN
LIBRARY OF CONGRESS SUBJECT HEADINGS

For subject searching in the online catalog, the NDSU Library uses the *Library of Congress Subject Headings (LCSH)*, a list giving uniform wording of subjects. *LCSH* is a three-volume set of large red books kept on a stand in the main corridor near the Online Catalog terminals.

For example, there are no entries in the Online Catalog for the subject "Bolshevism". Under "Bolshevism" in *LCSH* is the note "Use Communism". When you look under "**Communism**" in *LCSH*, it is in boldface type which means it is the subject NDSU uses. (See the example below).

"(May Subd Geog)" means "May Subdivide Geographically"; subjects in the Online Catalog may include "Communism--North Dakota" and "Communism--United States".

"[HX1-780.9]" refers you to HX 1 through HX 780.9 in the book collection if you wish to browse through the shelves. HX 1 through HX 780.9 are the Library of Congress classifications for Communism.

Other abbreviations used in the LCSH are:

UF (Used For) indicates invalid subjects
BT (Broader Term) indicates a subject which is broader and may include the subject listed above it in heavy print
RT (Related Term) refers you to related subjects
NT (Narrower Term) indicates a related, more specific subject
the dash indicates a subheading for the subject

Subjects printed in lighter type are invalid subjects; use the alternate subject given.

Communion wine
USE Lord's Supper—Wine
Communism *(May Subd Geog)*
[HX1-780.9]
UF Bolshevism
Leninism
Maoism
Marxism
BT Collectivism
Political science
Totalitarianism
RT Socialism
Village communities
NT Anti-communist movements
Collective settlements
Communist parties
Communist revisionism
Communist state
Communist strategy
Communists
Democratic centralism
Dictatorship of the proletariat
Harmonists
Jansonists
Land, Nationalization of
Mir
Permanent revolution theory
Propaganda, Anti-communist
Propaganda, Communist
Socialism and youth
Trade-unions and communism
Women and socialism
— **1945-**
UF New Left
— **History**
— Jews
USE Communism and Judaism
Communism and Zionism
Jewish communists
— **Study and teaching** *(May Subd Geog)*
— **Brazil**
NT Brazil—History—Uprising, 1935
— **Germany**
— — **Underground literature**
BT Underground literature
— **India**
NT Naxalite Movement
— **Soviet Union**
UF Bolshevism
NT Civics, Russian

EIGHTEEN
THE LIBRARY OF CONGRESS CLASSIFICATION SYSTEM

Books in the NDSU Libraries are arranged on the shelves according to the Library of Congress (LC) classification system. The LC system groups books into broad subject categories which are identified by a letter of the alphabet. These broad categories may be further subdivided by additional letters. The specific subject of the book is defined by the number following the first letter or letters. Look at the call numbers of these two books:

JL
952
P5
1979
Pike, Frederick B.
Freedom and reform in Latin America

JL
1231
S35
1964
Scott, Robert Edwin
Mexican government in transition

The J classification includes books about political science. JL is the subdivision for books about the political science of the Americas outside of the United States. JL 950 to JL 979 are numbers reserved for the political science of Latin America in general. JL 1200 to JL 1299 are reserved for the political science of Mexico.

Following the initial combination of one or more letters with a number, you will find another group composed of a single capital letter followed by one or more numbers. This is used to represent the author's name and is called the Cutter number. In the examples above, P5 stands for Pike and S35 stands for Scott. Another example:

JL
952
J6
1983
Johnson, John J.
Political change in Latin America: the emergence of the middle sectors

This book is on the same subject as the book by Pike above. By putting the two books in order according to their Cutter numbers, J6 and P5, the book by Johnson will come before the book by Pike on the shelf.

The date of publication is often added below the Cutter number. When the Library has more than one edition of the same book, the call numbers will be the same through the Cutter number, and they will be arranged in order by the date which follows.

BRIEF INDEX TO THE LIBRARY OF CONGRESS CLASSIFICATION SYSTEM

Agriculture	S
Anthropology	GN
Archaeology	CC
Architecture	NA
Art	N
Astronomy	QB
Bibliography	Z
Biology	QH
Business	QK
Chemistry	QD
Computer Science	QA76
Cook Books	TX
Dance	GV
Drama - see Literature	
Economics	HB-HJ
Education	L
Fiction - see Literature	
Folklore	GR
Games	GV
Geography	G-GC
Geology	QE
History	
Africa	DT
Asia	DS
Europe	
France	DC
Germany	DD
Great Britain	DA
Russia	DK
Spain	DP
Latin America	F
North America	E-F
Oceania	DU
United States	E-F
World & General	D
Languages	PA-PM
Law	K
Library Science	Z
Linguistics	P
Literature	
American	PS
British	PR
Classical	PA
Children's	PZ
French	PQ
Germanic	PT
Italian	PQ
Near Eastern	PJ-PK
Oriental	PL
Slavic	PG
Spanish	PQ
Mathematics	QA
Medicine	R
Military Science	U
Music	M
Naval Science	V
Novels - see Literature	
Oceanography	GC
Philosophy	B-BJ
Photography	TR
Physical Education	GV
Physics	QC
Plays - see Literature	
Poetry - see Literature	
Political Science	J
Psychiatry	RC
Psychology	BF
Religion	BL-BX
Science	Q
Social Science	H
Sociology	HM-HV
Sports	GV
Statistics	HA
Technology	T
Zoology	QL

OUTLINE OF THE LIBRARY OF CONGRESS CLASSIFICATION SYSTEM

A GENERAL WORKS
AC Collections, Series
AE Encyclopedias (General)
AG Dictionaries & Other General Reference Works
AI Indexes (General)
AM Museums (General)
AN Newspapers
AP Periodicals (General)
AS Learned Societies & Academies (General)
AY Yearbooks, Almanacs, Directories
AZ History of Scholarship & Learning

B PHILOSOPHY, PSYCHOLOGY, RELIGION
B Philosophy (General)
BC Logic
BD Speculative Philosophy
BF Psychology
BH Aesthetics
BJ Ethics, Social Usage, Etiquette
BL Religion, Mythology
BM Judaism
BP Islam, Bahaism, Theosophy
BQ Buddhism
BR Christianity
BS The Bible
BT Doctrinal Theology
BV Practical Theology
BX Christian Denominations

C AUXILIARY SCIENCES OF HISTORY
C Auxiliary Sciences of History
CB History of Civilization
CC Archaeology (General)
CD Diplomatics, Archives, Seals
CE Chronology
CJ Numismatics
CN Inscriptions, Epigraphy
CR Heraldry
CS Genealogy
CT Biography (biography associated with a particular place or subject will be found under the place or subject)

D HISTORY: GENERAL & OLD WORLD
D History (General)
DA Great Britain
DB Austria, Liechtenstein, Hungary, Czechoslovakia
DC France
DD Germany
DE Mediterranean Region, Greco-Roman World
DF Greece
DG Italy
DH Netherlands, Belgium, Luxemburg
DJ Netherlands (Holland)
DJK Eastern Europe
DK Soviet Union, Poland
DL Northern Europe, Scandinavia
DP Spain, Portugal
DQ Switzerland
DR Balkan Peninsula
DS Asia
DT Africa
DU Australia, Oceania (South Seas), New Zealand, Hawaii
DX Gypsies

E - F HISTORY: AMERICA
E America & United States (General)
F United States (Local), North & South America, Canada

G GEOGRAPHY, ANTHROPOLOGY, RECREATION
G Geography (General), Atlases, Maps
GA Mathematical Geography, Cartography
GB Physical Geography
GC Oceanography
GF Human Ecology, Anthropogeography
GN Anthropology, Ethnology
GR Folklore
GT Manners & Customs
GV Recreation, Leisure

H SOCIAL SCIENCES
H Social Sciences (General)
HA Statistics
HB Economic Theory
HC Economic History & Conditions
HD Economic History & Conditions : Production, Land Use, Agriculture, Industry, Labor
HE Transportation & Communication
HF Commerce
HG Finance
HJ Public Finance
HM Sociology (General & Theoretical), Social Psychology
HN Social History, Social Reform, Social Problems
HQ Sexual Life, Family, Marriage, Home, Women, Feminism, Life Skills
HS Societies, Clubs
HT Communities, Classes, Races
HV Social Pathology, Social & Public Welfare, Criminology, Drug Abuse
HX Socialism, Communism, Anarchism

J POLITICAL SCIENCE
J General Legislative & Executive Papers
JA Collections & General Works
JC Political Theory
JF Constitutional History & Administration (General Works)
JK United States Constitutional History & Administration
JL British America & Latin America Constitutional History & Administration
JN Europe Constitutional History & Administration
JQ Asia, Africa, Australia & Oceania Constitutional History & Administration
JS Local Government
JV Colonies & Colonization, Emigration & Immigration
JX International Law & Relations

K LAW
KD United Kingdom & Ireland
KE Canada
KF United States
KG Latin America, Mexico, Central America, West Indies, Caribbean
KH South America
KJ-KK Europe

L EDUCATION
L Education (General)
LA History of Education
LB Theory & Practice of Education
LC Special Aspects of Education
LD Individual Institutions: United States

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LE Individual Institutions: America except United States
LF Individual Institutions: Europe
LG Individual Institutions: Asia, Africa, Oceania
LH College & School Magazines & Papers
LJ Student Fraternities & Societies, United States
LT Textbooks Covering Several Subjects

M MUSIC
M Music (Scores)
ML Literature of Music
MT Music Instruction & Study

N ART
N Visual Arts (General)
NA Architecture
NB Sculpture
NC Drawing, Design, Illustration
ND Painting
NE Print Media
NK Decorative Arts, Applied Arts, Decoration & Ornament, Antiques
NX Arts in General

P LANGUAGE & LITERATURE
P Philology & Linguistics (General)
PA Classical Languages & Literature
PB Modern European Languages
PC Romance Languages
PD Germanic & Scandinavian Languages
PE English Language
PF West Germanic Languages
PG Slavic, Baltic, Albanian Languages & Literatures
PH Finno-Ugrian, Basque Languages & Literatures
PJ Egyption, Libyan, Berber, Semitic Languages & Literatures
PK Indo-Iranian, Indo-Aryan, Iranian, Armenian, Caucasian Languages & Literatures
PL Eastern Asian, Oceanic, African Languages & Literatures
PM Hyperborean, American Indian, & Artificial Languages
PN Literary History & Collections (General)
PQ Romance Literatures
PR English Literature
PS American Literature
PT Germanic Literatures
PZ Juvenile Literature

Q SCIENCE
Q Science (General)
QA Mathematics
QA76 Computer Science
QB Astronomy
QC Physics
QD Chemistry
QE Geology
QH Natural History
QK Botany
QL Zoology
QM Human Anatomy
QP Physiology
QR Microbiology

R MEDICINE
R Medicine (General)
RA Public Aspects of Medicine
RB Pathology
RC Internal Medicine, Practice of Medicine, First Aid, Sports Medicine
RD Surgery
RE Ophthalmology
RF Otorhinolaryngology
RG Gynecology & Obstetrics
RJ Pediatrics
RK Dentistry
RL Dermatology
RM Therapeutics, Pharmacology
RS Pharmacy & Materia Medica
RT Nursing
RV Botanic, Thomsonian, & Eclectic Medicine
RX Homeopathy
RZ Other Systems of Medicine

S AGRICULTURE
S Agriculture (General)
SB Plant Culture (General)
SD Forestry
SF Animal Culture
SH Aquaculture, Fisheries, Angling
SK Wildlife Management, Game Protection, Hunting

T TECHNOLOGY
T Technology (General)
TA Engineering (General)
TC Hydraulic Engineering
TD Sanitary & Municipal Engineering
TE Highway Engineering, Roads & Pavements
TF Railroad Engineering & Operation
TG Bridge Engineering
TH Building Construction
TJ Mechanical Engineering & Machinery
TK Electrical Engineering, Electronics, Nuclear Engineering
TL Motor Vehicles, Aeronautics, Astronautics
TN Mining Engineering, Mineral Industries, Metallurgy
TP Chemical Technology
TR Photography
TS Manufactures
TT Handicrafts, Arts, & Crafts
TX Home Economics, Cookery, Food Service

U MILITARY SCIENCE
U Military Science (General)
UA Armies: Organization, Description, Facilities, etc.
UB Military Administration
UC Maintenance & Transportation
UD Infantry
UE Cavalry
UF Artillery
UG Military Engineering, Air Forces, Air Warfare, Space Warfare
UH Other Services (Medical, Sanitary, Social Welfare, Recreation, Public Relations)

V NAVAL SCIENCE
V Naval Science (General)
VA Navies: Organization, Description, Facilities, etc.
VB Naval Administration
VC Naval Maintenance
VD Naval Seamen
VE Marines
VF Naval Ordnance
VG Minor Services of Navies
VK Navigation, Merchant Marine
VM Naval Architecture, Diving, Shipbuilding, Marine Engineering

Z BIBLIOGRAPHY & LIBRARY SCIENCE

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NINETEEN
HOW TO CHECK OUT BOOKS AND DO OTHER CIRCULATION PROCEDURES

CHECKING OUT BOOKS

To check out a book, take it to the Circulation Desk with your Library (barcode) ID. (If you have not picked up your Library ID, you may do so at the Circulation Desk.) The person at the Circulation Desk will "wand" your book and Library ID with a light pen and the computer will check out the book to you. The date the book is due will be stamped inside. Books are checked out for four weeks, but may be recalled after two weeks for another person.

OBTAINING INFORMATION ABOUT AVAILABILITY OF LIBRARY MATERIAL

Display the online catalog record for the item desired and then use the **DS** command to display the circulation status of the item.
For example,

Type: **DI 1** (to display the record of the item desired)

Type: **DS** (to display the status of the item)

If the book is not checked out, the computer will say "*ON SHELVES". If the book is checked out, the date it is due will be displayed.

PASSWORD

Your password is your last name.

PLACING A HOLD ON CURRENTLY CHECKED OUT LIBRARY MATERIAL

Display the status of the item by using the **DS** command. If the item is checked out, any holds already in place will be indicated. To place a hold, use the **HLD** command. The item will be recalled, and you will be contacted when it is available. The Library will not tell you who has it checked out. There will be a several-day delay while it is recalled.

For example, **HLD [YOUR BARCODE NUMBER] [YOUR PASSWORD]**

Type: **HLD 20109000099999 SMITH**

To hold one volume of a multi-volume set,

Type: **HLD 20109000099999 SMITH [ITEM BARCODE]**

To remove a hold, use the **RHL** command:

RHL [YOUR BARCODE NUMBER] [YOUR PASSWORD] [ITEM BARCODE]

Type: **RHL 20109000099999 SMITH 30109000343692**

OBTAINING INFORMATION ABOUT LIBRARY MATERIAL YOU HAVE CHECKED OUT

Use the **DPD** command to get a list of what you have checked out, what you have overdue, what fines you owe, and what holds you have placed, and what is on order for you at Interlibrary Loan.

For example, **DPD [YOUR BARCODE NUMBER] [YOUR PASSWORD]**

Type: **DPD 20109000099999 SMITH**

DISPLAYING A SUMMARY OF YOUR LIBRARY ACTIVITY

Use the **DPS** command to display a summary of your library activity as well as the permanent and local addresses the Library has for you. If you have a change of address, please report it to someone at the Circulation Desk.

For example, **DPS [YOUR BARCODE NUMBER] [YOUR PASSWORD]**

Type: **DPS 20109000099999 SMITH**

For online assistance with the circulation procedures, type **HELP CI**. Help explanations are available for most circulation commands. You may also ask at the Reference Desk or Circulation Desk for assistance.

HOW TO RETURN A BOOK

Return books to the book return slot at the Circulation counter when the Library is open. After the Library is closed, you may use the book return chute at the entrance. Books also may be returned at the Departmental Libraries, or to one of the orange book returns located elsewhere on campus.

OVERDUE LIBRARY MATERIALS

When you have an overdue book, you will receive an overdue notice. You will then have ten days to return the book. If you do not return it within ten days, a bill will be generated for the cost of the book plus a $5.00 processing fee per item. If you return the book after you receive a bill, the cost of the book will not be charged but you will have to pay the $5.00 processing fee.

TWENTY
HOW TO LOCATE RESERVE READINGS

Instructors may place items on reserve when a short loan period is desired for these materials. They may be Library materials or an instructor's personal materials. Books and readings placed on reserve by your instructors are kept behind the Circulation/ Reserve Desk in the Main Library. The Architecture, Chemistry, and Pharmacy Libraries also have reserve collections. These materials are listed in the Online Catalog.

This is the procedure for checking out reserve items:

Use an Online Catalog terminal with the command **RES** and any of the following:

Course Number	(Example: 464)
Course Name	(Example: Keats and Shelley)
Instructor's Name	(Example: O'Connor)
Department	(Example: English)
Author	(Example: Wasserman)
Title	(Example: Shelley: A Critical Reading)

For example, to see what Dr. O'Connor has on reserve, type **RES O'CONNOR**. Type **DI** to list the reserve items, then type **DS** to display the availability status. It is not possible to place holds on reserve materials.

```
TRN=>RES O'CONNOR

  19 RECORDS MATCHED THE SEARCH
----Type DI 1-19 to Display first 20 records

TRN=>DI

Screen 001 of 001                                                Catalog TRN
NMBR ------------TITLE-------------  ---------COURSE---------  --INSTRUCTOR--
0001 Shelley: a critical reading      ENGL 464 KEATS AND SHELL  O'CONNOR, R.
0002 Percy Bysshe Shelley,            ENGL 464 KEATS AND SHELL  O'CONNOR, R.
0003 The letters of John Keats, 1814  ENGL 464 KEATS AND SHELL  O'CONNOR, R.
0004 John Keats /                     ENGL 464 KEATS AND SHELL  O'CONNOR, R.
0005 The evolution of Keats's poetry  ENGL 464 KEATS AND SHELL  O'CONNOR, R.
0006 John Keats.                      ENGL 464 KEATS AND SHELL  O'CONNOR, R.
0007 The evolution of Keats's poetry  ENGL 464 KEATS AND SHELL  O'CONNOR, R.
0008 John Keats.                      ENGL 464 KEATS AND SHELL  O'CONNOR, R.
0009 The evolution of Keats's poetry  ENGL 464 KEATS AND SHELL  O'CONNOR, R.
0010 The poems of John Keats /        ENGL 464 KEATS AND SHELL  O'CONNOR, R.
0011 The letters of John Keats, 1814  ENGL 464 KEATS AND SHELL  O'CONNOR, R.
0012 John Keats: the living year, 21  ENGL 464 KEATS AND SHELL  O'CONNOR, R.
0013 The mask of Keats;  a study of   ENGL 464 KEATS AND SHELL  O'CONNOR, R.
0014 The Keats circle;  letters and   ENGL 464 KEATS AND SHELL  O'CONNOR, R.
0015 The Keats circle;  letters and   ENGL 464 KEATS AND SHELL  O'CONNOR, R.
0016 John Keats; the making of a poe  ENGL 464 KEATS AND SHELL  O'CONNOR, R.
0017 Shelley,                         ENGL 464 KEATS AND SHELL  O'CONNOR, R.
0018 Shelley,                         ENGL 464 KEATS AND SHELL  O'CONNOR, R.
0019 Shelley's annus mirabilis :  th  ENGL 464 KEATS AND SHELL  O'CONNOR, R.
----Type DI NMBR(s) to Display specific records

TRN=>DI 5
```


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```
Screen 001 of 001  Record 0005 of 0019 TRN                    Catalog TRN
LOCATION:  PR5403 .R4
RESERVE:   MAIN/RESERVES O'CONNOR 14
AUTHOR:    Shelley, Percy Bysshe, 1792-1822.
TITLE:     Shelley's Poetry and prose : authoritative texts, criticism / selected
             and edited by Donald H. Reiman and Sharon B. Powers.
EDITION:   1st ed.
PUBLISHER: New York : Norton, c1977.
DESCRIPTN: xix, 700 p. ; 22 cm.
----Type DS to Display item availability Status

TRN=>DS

BAR-CODE-ID     LOCATION      COPY  DUE--DATE-TIME  HOLDS  RESERVE-ID
30109000392319- RESERVES       01   *ON SHELVES      000   O'CONNO 14
```

Copy the Reserve ID and take it to the Circulation/Reserves Desk to obtain the item. The Reserve ID will usually consist of the instructor's last name and a 1- or 2-digit number. (The computer will shorten names to seven characters, but please use the instructor's full name when asking for the item.)

You will need your Library ID to check out reserve items. Each reserve item is labeled with the length of time it can be checked out. Remember to return items promptly, as the computer will calculate overdue fines and generate bills for overdue items.

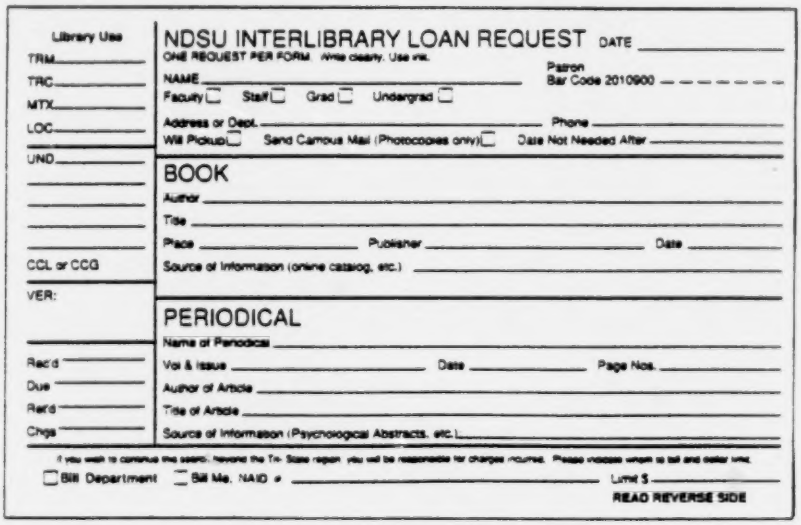
TWENTY ONE
INTERLIBRARY LOAN

When specific books or periodical articles are not owned by the NDSU Libraries, they may be obtained through Interlibrary Loan. Materials may be requested from other libraries in Tri-College, Fargo, Moorhead, North Dakota, and Minnesota.

The Interlibrary Loan Department cannot guarantee the time it takes for materials to arrive, but the following timetable can serve as a guideline:

Tri-College or Fargo-Moorhead libraries--two working days
North Dakota libraries--one week
Minnesota libraries--two weeks

When you need to obtain materials through Interlibrary Loan, fill out an Interlibrary Loan request card (example below) for each item. Request cards are available at the Interlibrary Loan Desk or at the Reference Desk. Be sure to give as much information as possible. It is also important to include your barcode number from your Library ID. Turn in the filled-out card at the Interlibrary Loan desk.



Library Use
TRM
TRC
MTX
LOC
UND
CCL or CCG
VER:
Rec'd
Due
Ret'd
Chgs

NDSU INTERLIBRARY LOAN REQUEST DATE
ONE REQUEST PER FORM. Write clearly. Use ink.
NAME Patron Bar Code 2010900
Faculty Staff Grad Undergrad
Address or Dept. Phone
Will Pickup Send Campus Mail (Photocopies only) Date Not Needed After

BOOK
Author
Title
Place Publisher Date
Source of Information (online catalog, etc.)

PERIODICAL
Name of Periodical
Vol & Issue Date Page Nos.
Author of Article
Title of Article
Source of Information (Psychological Abstracts, etc.)

If you wish to continue this search beyond the Tri-State region, you will be responsible for charges incurred. Please indicate whom to bill and dollar limit.
Bill Department Bill Me, NAID # Limit $
READ REVERSE SIDE

You may use the **DPD** command on the online catalog to get a list of what is on order for you at Interlibrary Loan.

For example, **DPD [YOUR BARCODE NUMBER] [YOUR PASSWORD]**

Type: **DPD 20109000099999 SMITH**

The Interlibrary Loan Department will send and receive telefacsimiles (faxes).

TWENTY TWO
GOVERNMENT PUBLICATIONS

The United States government is the largest publisher in the world. Each year, thousands of items, ranging in length from one page to hundreds, are published on almost any subject imaginable, from cooking, gardening, and consumer products to medicine, social problems, and technical research. These publications are the result of the activities of the various government departments and agencies; they are up-to-date and written by authorities in the subject.

To make this vast amount of information available to the public, the government has designated libraries to receive these publications. These libraries are known as Federal Depository Libraries. The NDSU Library is a Depository Library.

Most of the government publications in the NDSU Library are shelved together in the northwest section of the upper level of the Library and are arranged by the Superintendent of Documents classification system. This system is based on government organization rather than subjects, which keeps all publications of the same government department or agency together. A typical call number would be:

Doc.
A 13.
2:
B 73

LOCATING GOVERNMENT PUBLICATIONS

Government publications are shelved in the northwest section of the upper level of the Library by their classification numbers. First, locate the first letter of the classification (A, for example). Then look for the second letter, if there is one. Plain A comes before AC, and AC comes before AR. Next look for the number which is the second portion of the classification number (for example, A 13.). The third portion of the classification number will be another number followed by a colon (:) (for example, A 13.2:). The last portion of the classification number may be a year, a number, or a letter-number combination. When looking for government publications, remember that all numbers are whole numbers.

HOW TO OBTAIN A CLASSIFICATION NUMBER

Many government publications will be found in the Online Catalog. For a complete record of what the government has published, consult the *Monthly Catalog of United States Government Publications*, an index issued by the United States Government Printing Office. (Ref. Index/Abstr. Z 1223 A18) (Shelving Unit 120)

To use the *Monthly Catalog*, first look in the index. The index may be found either in the back of the monthly issues or in separate volumes for the annual editions. The index contains sections for authors, titles, subjects, series numbers, key words, and classification numbers.

Look in the index under the subject you are interested in. You will find a list of publications followed by numbers.

Dollar, American.
How the dollar's value affects U.S. farm exports to developing countries / Burfisher, Mary E. (A 93.27:237), 90-7376

Domestics — Taxation — United States.
Employment taxes for household employers : for wages paid in 1990. United States. Internal Revenue Service. (T 22.44/2:926/989), 90-8826

Doors.
Fire doors for noncoal mines / Bickel, Kenneth L. (I 28.27:9165), 90-8539

Douglas fir — Oregon — Pruning.
Financial analysis of pruning coast douglas-fir / (A 13.78:PNW-RP-390), 90-7335

Locate the number in the *Monthly Catalog* entries volumes and you will find the information for that publication. The classification number will be found along the top of the entry.

90-7376

A 93.27:237

Burfisher, Mary E.
How the dollar's value affects U.S. farm exports to developing countries / Mary E. Burfisher. — [Washington, DC] : U.S. Dept. of Agriculture, Economic Research Service : [Supt. of Docs., U.S. G.P.O. [distributor], 1988]
v, 20 p. : ill. ; 28 cm. — (Foreign agricultural economic report ; no. 237) Distributed to depository libraries in microfiche. "July 1988"—P. iii. Includes bibliographical references (p. 15). ●Item 42-B (MF)
1. Produce trade — United States. 2. Produce trade — Developing countries. 3. Foreign exchange problem — United States. 4. Foreign exchange problem — Developing countries. 5. Exports — United States. 6. Imports — Developing countries. 7. Dollar, American. I. United States. Dept. of Agriculture. Economic Research Service. II. Title. III. Series. HD1411.F59 no. 237 88-602421 [HD9005] 338.1 s [382/.41/0973] /20 OCLC 18489383

Ask the librarian at the Reference Desk for assistance if you have trouble using the *Monthly Catalog*. The librarian can also tell you if the publication you want is one the Library has received.

TWENTY THREE
NORTH DAKOTA INSTITUTE FOR REGIONAL STUDIES AND NDSU UNIVERSITY ARCHIVES

Since 1950 the North Dakota Institute for Regional Studies has been actively involved in collecting, preserving, and making available historical material concerning North Dakota. Through the years, thousands of manuscripts, photographs, and books have been amassed documenting the life of North Dakota's people.

RESOURCE MATERIALS

The uniqueness of the Institute lies in its rich holdings. Its manuscripts document the importance of agriculture and land development to the state--especially the bonanza farming era, the everyday life of the pioneers, the era of the Nonpartisan League, and the women of North Dakota are seen in their many varied organizations. Also documented are the lives and works of North Dakota literary figures, our many ethnic groups, and the development of an urban society through City of Fargo records. Photographs constitute one of the Institute's most valuable resources with over 15,000 processed and indexed prints available. A laser videodisc containing many of the Institute's images is available for reference use in the Institute. Another major collecting area is published materials relating to North Dakota. These include county and community histories, literary works by North Dakotans, magazines, and atlases, as well as church, family, school, and business histories. In addition, the Institute maintains collections of maps, posters, newspapers, and phonograph records.

COLLECTIONS OF SPECIAL INTEREST

The Germans from Russia Heritage Collection

Since 1978 the Institute has actively collected materials documenting the Germans from Russia, one of the major ethnic groups in North Dakota. The collection consists of more than 500 books and periodicals in English and German, as well as microfilm, photographs, and manuscripts. An annotated bibliography *Researching the Germans from Russia* (Inst. Rm. CD 3439 F376 N65 1987) is available for use.

The North Dakota Biography Index

This unique 27,000-card index provides access to over 100,000 biographical sketches in more than 450 publications, almost all of which are available in the Institute.

USING THE COLLECTION

Because the materials in the Institute are fragile and cannot be replaced, they can be used only in the reading room provided for consulting the materials. A copy of "Rules and Regulations" governing the use of these materials is available. Photocopying is allowed for most items. Reproductions can be made of prints in the photograph collection; a price list and use conditions are available on request.

There are various finding aids to assist the researcher in using the Institute collections. Card indexes are available for the photograph and map collections. The book collection is included in the online catalog. Access to the manuscripts collection is through the Institute's *Guide to Manuscripts and Archives* (Inst.Rm. CD 3439 F376 N67 1985) available in the Institute's reading room. Work is underway to provide access to the manuscripts via the online catalog.

UNIVERSITY ARCHIVES

This is the repository for records documenting NDSU's history since its founding in 1890. Among the records preserved are reports, minutes, periodicals, letters, photographs, student publications, and copies of all masters' theses and doctoral dissertations completed since 1899. There is a card index for the student newspaper *The Spectrum* for 1940-1980.

The staff of the Institute is available to assist you in your research needs. Please feel free to ask for help. The Institute is open Monday through Friday from 8:00 a.m. to 5:00 p.m.

TWENTY FOUR
SUMMARY

Our goal throughout this manual has been to help you learn about the library resources available to you at NDSU, how to use these resources, and to help you to be comfortable and at ease in the NDSU Libraries. While this is the end of this manual, it is only the beginning of your association with the Libraries. You have learned where we are and something about what we are and what we have to offer. There is much more, however, and it is important for you to remember that we can assist in ways that may not have been indicated in this book.

We're here to help, so keep us in mind.